# Courseleaf
# Curricular Inventory Management (CIM)

*User Guide*

# Contents

*Last Updated: January 12, 2017*

# Instructions for Proposing a New Course through CourseLeaf Curricular Inventory Management (CIM)

1. Log in with UNI and password: https://bulletin-next.columbia.edu/courseadmin/

2. In order to submit a new course proposal for COI review, click on **"Propose New Course."**



3. **New Course Proposal:** Select applicable school from drop-menu.

| School Selection | Course Level | Student Population | Proposal Reviewed By |
| --- | --- | --- | --- |
| CC & GS | 1000-3000 | Undergrad (CC & GS) | cc-gs coi |
| CC; GS; GSAS | 4000 | Undergrad (CC & GS) Graduate (GSAS) | cc-gs coi GSAS COI |
| GSAS | 5000- 9000 | Graduate Students Only (GSAS) | GSAS COI |
| SPS (Summer Term) | 1000-3000 | Undergrad (CC & GS) | cc-gs coi |

For example, if the course will only be offered to undergraduate students, please select "**Columbia College AND School of General Studies.**"

4. **Course offered in the 2016-17 academic year**:  Check this option if the course will be offered during the current academic year.



5. **Department**: Select the department from which the course will be offered, regardless of the instructor's home department.  For example, if the course is offered through MESAAS, but the home department of the instructor is History, please select "MESAAS".  As a DAAF, you will have preset options from which you will be able to choose that correspond directly to your department.



6. **Prefix:**  Please refer to the chart below for guidelines for selecting the appropriate course prefix.

| Prefix | Course Offered For: | Course Level |
|--------|---------------------|--------------|
| UN | Undergraduates (CC & GS) | 1000; 2000; 3000 |
| GU | Undergraduate and Graduate Students (CC, GS, GSAS) | 4000 |
| GR | Graduate Students (GSAS) | 5000; 6000; 7000; 8000; 9000 |
| OC – Off- Campus | For Columbia courses taught off the Columbia NYC campus and open to multiple student populations, in some instances not exclusive to Columbia University | |
| S | Undergraduates  (CC & GS) for the summer term | 1000, 2000, 3000 |



7. **Subject Area Code:** This will be pre-populated according to your role as DAAF, and will directly correspond to your department.

**Subject Area Code**  AMST (American Studies) ▾

If you are proposing a course with a new subject area code, please scroll all the way down select "TBD" from the dropdown menu.

**Subject Area Code**  TBD (New Subject Area Code) ▾

8. **Course Number:** Enter the four digit course number.

**Course Number**  3930

9. **Is this a multi-topic course?**: Multi- topics courses have multiple sections, where each section is covers different topics , and is typically taught by different instructors.

For example:
AMST UN3931: Topics in American Studies: Section 001: *Hollywood Counterculture Cinema*
AMST UN3931: Topics in American Studies: Section 002: *Race, Poverty, American Criminal Justice*

The following is not a multi-topics course:
MATH UN1101: Calculus I (although this course has multiple sections, the course content is identical in each section)

If this does not apply to the course you are proposing, click "**NO**."  If you are submitting a proposal for a multi-topic course, click "**Yes**."  When you select "**Yes**", you will be prompted to enter the **section code**, followed by the **section title (i.e. the subtitle)**.

| Section Code | Section Title | |
|---|---|---|
| 001 | Shakespeare in America | ❌ |

To add the next section of the course, click on the **green plus (+) sign**.

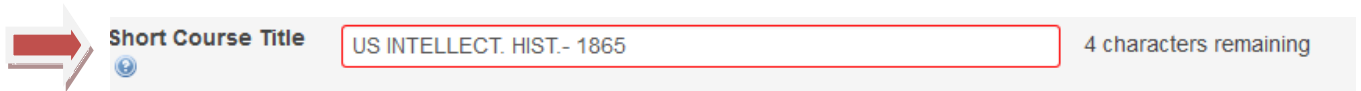| Section Code | Section Title | |
|---|---|---|
| 001 | Shakespeare in America | ❌ |
| 002 | Language Contact | ❌ |

Continue to add sections until you have added all of the applicable sections that will be offered.

10. **Course Title**: Enter the complete course title, as it will appear in Courseworks and the Bulletin.

**Course Title**
*For Bulletin and Courseworks*

Topics in American Studies

11. **Short Course Title**: Enter the short course title, as it would appear in SIS, on the Directory of Classes/Vergil, and on the students' transcripts.  The "**short course title**" field is limited to 25 characters.

**Short Course Title**

US INTELLECT. HIST.- 1865          4 characters remaining

12. **Instructor UNI**: Enter instructor's UNI.  For a new instructor, who has not been assigned a UNI, please enter **f4**.
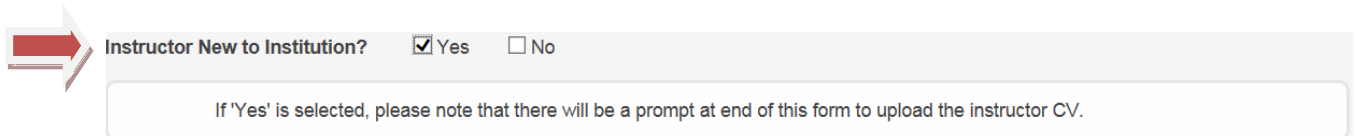
**Instructor UNI**          *If the UNI is not yet available for an instructor, please leave this field blank.*

13. **Instructor**:  Please fill out the required field for the instructor's email address; last name; first name; and middle name.

**Instructor**   *E-mail:*          *Last Name:*          *First Name:*          *Middle Name:*

14. **Instructor New to Institution?** :  If the instructor has not previously taught a course at Columbia, select "**Yes**".  You will see a dialogue box that prompts you to upload the instructor's CV at the end of the form.  If the instructor has taught at the university, select "**No**."

**Instructor New to Institution?**      ☑ Yes     ☐ No

*If 'Yes' is selected, please note that there will be a prompt at end of this form to upload the instructor CV.*

15.  **Is this a co-taught course?**:  If there is more than one instructor teaching the course, select "**Yes**."

**Is this a co-taught course?**       ☑ Yes     ☐ No

A. **Instructor 2 UNI:** You will be prompted to enter the instructor's UNI.  For a new instructor, who has not been assigned a UNI, please enter **f4.**

**Instructor 2 UNI**

B.  **Instructor 2**: Enter email address; last name; first name; middle name.

| Instructor 2 | E-mail: | Last Name: | First Name: | Middle Name: |
|---|---|---|---|---|
| | doe34@gmailcom | Doe | Jane | Rebecca |

16. **Instructor 2 New to Institution?:** If the instructor has not previously taught a course at Columbia, select "**Yes**". You will see a dialogue box that advises you that you will be prompted to upload the instructor's CV at the end of the form. If the instructor has taught at the university, select "No."

Instructor New to Institution?   ☑ Yes   ☐ No

> If 'Yes' is selected, please note that there will be a prompt at end of this form to upload the instructor CV.

17. **First Term Offered?** Please select the term in which the course will be first taught.

**First Term Offered** ☐ Summer 2017   ☐ Fall 2017   ☐ Spring 2018

18. **Course Rationale:** Please provide a statement explaining why the course is being proposed and how it integrates within the undergraduate curriculum.
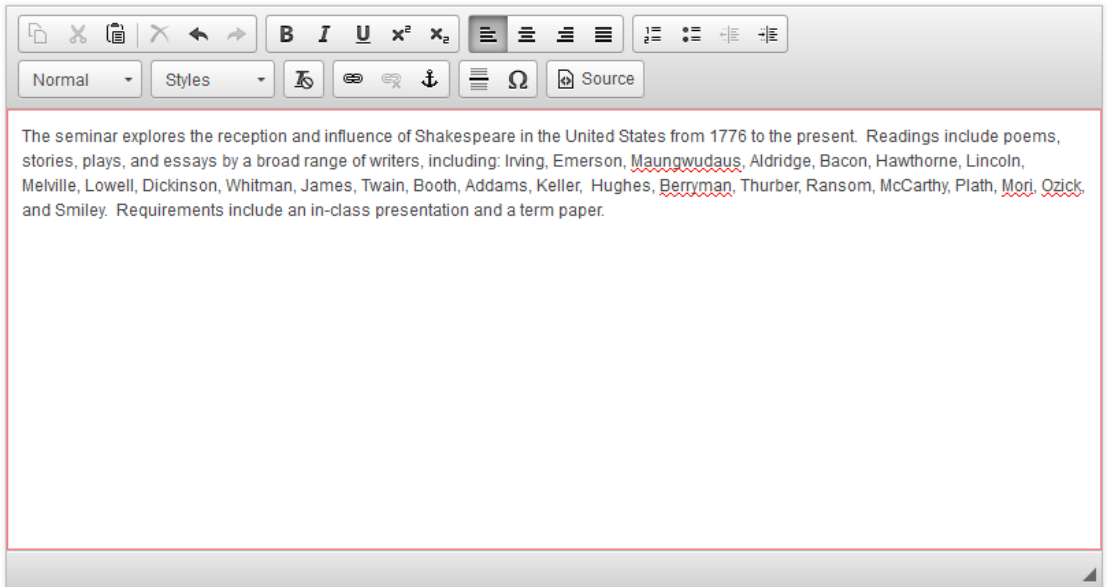
Course Rationale   *Please provide to the COI an explanation of how this course contributes to the department or program curriculum.*

19. **Catalogue Description:** Please provide a complete course description, exactly as it will appear in the Bulletins. You may refer to this link for guidance on crafting a description. http://www.college.columbia.edu/facultyadmin/faculty/courseadmin/Bulletin

**Catalogue Description**

The seminar explores the reception and influence of Shakespeare in the United States from 1776 to the present. Readings include poems, stories, plays, and essays by a broad range of writers, including: Irving, Emerson, Maungwudaus, Aldridge, Bacon, Hawthorne, Lincoln, Melville, Lowell, Dickinson, Whitman, James, Twain, Booth, Addams, Keller, Hughes, Berryman, Thurber, Ransom, McCarthy, Plath, Mori, Ozick, and Smiley. Requirements include an in-class presentation and a term paper.

20. **Course Type:** Please select the category the course falls under (lecture, lab, studio, etc).

**Course Type**
- ☐ Lecture
- ☐ Language
- ☐ Studio
- ☐ Proseminar
- ☐ Dummy
- ☑ Seminar
- ☐ Lab
- ☐ Colloquium
- ☐ Research Seminar
- ☐ Student Teaching

21. **Additional Class Meetings:** Please specify whether the class will have a discussion or recitation section; mandatory film screenings; or other required meetings (such as museum trips or a trip abroad). If you select "**Other**", you will be prompted to provide an explanation about the nature of the required meetings.

**Additional Class Meetings**
- ☑ Discussion/Recitation
- ☐ Film Screening
- ☐ Other

22. **Some Online Instruction Included:** Will the class be taught, in part, online through webinars or other online venues? If "**Yes**", please provide a full description in the space provided.

**Some Online Instruction Included**
- ☑ Yes
- ☐ No

Describe the nature of online instruction

**Online instruction is 80% or more of class time?**:  Please click applicable answer.  If you select "**Yes**", you will receive communication from the Committee on Academic Standing regarding Columbia University's policy on online courses.

Online instruction is 80% or more of class time

☑ Yes    ☐ No

23.  **Off-Campus Location:**  Will the class meet regularly at an off-campus location?  If "Yes", you will be prompted to provide specific details.

Off-Campus Location

☑ Yes    ☐ No

Please provide off-campus location details

Will meet at the New York Public Library once a month, on the last Wednesday of the month

24.  **Does this course have more than one section?:**  Will the same course have multiple sections?  This is different from the multi-topic courses.  This refers to courses that have multiple sections, but will have the same instructional content throughout.  An example would be *Calculus I,* which has multiple sections, and each section is identical in content and subject matter.

Does this course have more than one section?

☑ Yes    ☐ No

Please click the appropriate answer so that the Office of the Registrar may schedule the class sections accordingly.  You will be prompted to select your preference for meeting times for the different sections of the class.  Please consult the Master Schedule from the Office of the Registrar.
http://registrar.columbia.edu/content/master-course-schedule-and-calendar

## Class Meeting Schedule

Select the preference for meeting time, in accordance with the Master Schedule.

**Monday (110 mins)**
| 8:10-10:00 am | 10:10 am-12:00 noon | 12:10-2:00 pm | 2:10-4:00 pm | 4:10-6:00 pm | 6:10-8:00 pm |

8:10-10:00 pm

**Tuesday (110 mins)**
| 8:10-10:00 am | 10:10 am-12:00 noon | 12:10-2:00 pm | 2:10-4:00 pm | 4:10-6:00 pm | 6:10-8:00 pm |

8:10-10:00 pm

**Wednesday (110 mins)**
| 8:10-10:00 am | 10:10 am-12:00 noon | 12:10-2:00 pm | 2:10-4:00 pm | 4:10-6:00 pm | 6:10-8:00 pm |

8:10-10:00 pm

**Thursday (110 mins)**
| 8:10-10:00 am | 10:10 am-12:00 noon | 12:10-2:00 pm | 2:10-04:00 pm | 4:10-6:00 pm | 6:10-8:00 pm |

8:10-10:00

**Friday (110 mins)**
| 8:10-10:00 am | 10:10 am-12:00 noon | 12:10-2:00 pm | 2:10-4:00 pm | 4:10-6:00 pm | 6:10-8:00 pm |

8:10-10:00 pm

25. **Course Points**:   Points are determined by a formula established by the New York State Department of Education (NYSED) that are based on the number of contact hours with the instructor and the amount of work required outside of the class.    You may refer to this guide when determining how many points the course should be offered for. http://www.college.columbia.edu/coursepoints

**Course Points** ?

26. **Prerequisite Courses**:  Are there any courses that the students must have completed satisfactorily, in previous semesters, in order to be eligible to register for the course?  If so, please provide the course information.  Please note:   You must pay particular care to the field "And/Or".  Some courses require that students complete one **OR** more prerequisite courses. Other courses will allow one of two or more courses to fulfill the prerequisite requirement. You may click on the **green plus (+) sign** to add multiple courses.

For example, if the prerequisites of the course are the following:  **MATH UN1101** Calculus I, and **MATH UN1201**, Calculus III **OR MATH UN1207** and **MATH UN1208**, this is how you would enter these requirements on the form:

| Course Points ⓘ | 4 | Notes for Students Regarding Points | | | |
|---|---|---|---|---|---|

Prerequisite Courses ⓘ

| | Course Code | | | And/Or | ⊕ |
|---|---|---|---|---|---|
| ( | | ( ▾ | | MATH UN1101 | ▾ | An ▾ | ✖ |
| | ▾ | MATH UN1201 | ) ▾ | Or ▾ | ✖ |
| ( ▾ | MATH UN1207 | ▾ | An ▾ | ✖ |
| ▾ | MATH UN1208 | ) ▾ | ▾ | ✖ |

27. **Non-Course Prerequisites:** Some courses will demand a prior knowledge or skill, and not necessarily a prerequisite course. For instance, a sculpting course, "Sculpting with Metal", may require a prior knowledge of welding. If this is the case, kindly provide an explanation in the space provided.

Non-Course Prerequisites

28. **Corequisite Courses**: If students are required to take one or more courses **simultaneously** with the new proposed course, please add the courses here by clicking the **green plus (+) sign**.

Corequisite Courses

| Code | Title | ⊕ |
|---|---|---|

You will receive the following prompt, which will allow you to select the applicable department:

29. **Course Syllabus**:  Upload course syllabus.  For guidance on crafting a syllabus, please refer to this link: http://www.college.columbia.edu/facultyadmin/faculty/courseadmin/syllabus



30. **Syllabus Complete**.  Please click "**Yes**" if the syllabus is complete.  Please click "**No**" if the syllabus will need revisions or additions.  In that case, please click "**Save Changes**" at the end of the form and return to the form at a later time.  Do not submit to workflow until the syllabus is complete and ready for COI review.

**Syllabus Complete** ☐ Yes ☐ No

31. **New Instructor CV**: Upload CV of instructor.

New Instructor CV
Attachment            [ Attach CV ]

32. **New Instructor 2 CV Attachment:** Upload CV of second instructor, if applicable.

New Instructor 2 CV
Attachment            [ Attach CV ]

33. **Enrollment Limit:** Please provide the maximum number of students allowed to enroll per class. The enrollment limit helps the Office of the Registrar with classroom management and scheduling.

**Enrollment Limit** [        ] *This will assist the Registrar in classroom planning.*

34. **Enrollment Priorities**: Student population that will have priority registration. For example, seniors; majors in the department, etc. Specify in the space provided.

Enrollment
Priorities

35. **Requirements for majors**: Is this course required to fulfill major requirements? If so, please select.

**Requirement for majors** ☑

36. **Requirements for majors in other departments?** Does this course fulfill major requirements for another major in another department? If so, select. You will receive the following prompt:

| Requirement for majors in other departments | ☑ |
|---|---|

| Which departments? | Department(s) | ⊕ |
|---|---|---|
| | Select... ▾ | ❌ |

You may add multiple departments by clicking on the **green plus (+) sign**.

37. **Elective for majors**.  Please select if this course can fulfill elective requirements for the major.

| Elective for majors | ☐ |
|---|---|

38. **Final exam to be held during exam period**:  If the final exam will be administered during the times designated by the university, and not during the final class meeting period, select this option.  This will allow the Office of the Registrar to schedule the exam.

| Final exam to be held during exam period | ☑ |
|---|---|

39. **Consider for Science Requirement**:  If the instructor or DUS would like the class to be considered as an option for fulfilling the undergraduate science requirement, select this option.  Once the course is approved by the CC-GS COI, it will then be reviewed by the Committee on Science Instruction to determine if it is eligible to fulfill the undergraduate science requirement.

| Consider for Science Requirement | ☑ |
|---|---|

40. **Consider for Global Core Requirement**:  If the instructor or DUS would like the class to be considered as an option for fulfilling the undergraduate Global Core Requirement, select this option.  You will receive a prompt to attach a completed Global Core Checklist. Once the course is approved by the CC-GS COI, it will then be reviewed by the Committee on Global Core to determine if it is eligible to fulfill the undergraduate global core requirement.

| Attach Global Core Checklist | Attach Files |
|---|---|

41. **Were other departments consulted?**:  If the proposed course requires departmental review by other departments (e.g. it is an inter-disciplinary course; the course fulfills major requirements in other departments, etc.), select this option.  You will be prompted to provide the departmental information.

| Were other departments consulted? | ☑ |
|---|---|

| Which departments? | Department(s) | ⊕ |
|---|---|---|
| | Select... ▾ | ❌ |

You may add multiple departments by clicking on the **green plus (+) sign**.

42. **Does this course require review by the Barnard College Committee on Instruction?**  Courses taught by Barnard faculty members must be reviewed by the Barnard College COI.

**Does this course require review by the Barnard Committee on Instruction?** ⊙ ☐

43.  **Instructor's permission required for enrollment:**  If selected, please note that students will not be able to register for the course until they receive the instructor's permission. Students will be placed on the waitlist for the course, and instructors must manage the waitlist to admit students to the course.

| Instructor's permission required for enrollment | ☑ | *If selected, please note that students will not be able to register for the course until they receive the instructor's permission. Students will be placed on the waitlist for the course, and instructors must manage the waitlist to admit students to the course.* |
|---|---|---|

44. **Fees**:  Are there any fees associated with this course?  For example, $125.00 Visual Arts fee or BIOL UN2501 *Contemporary Biology Laboratory*: Lab Fee $150.00

**Fees**

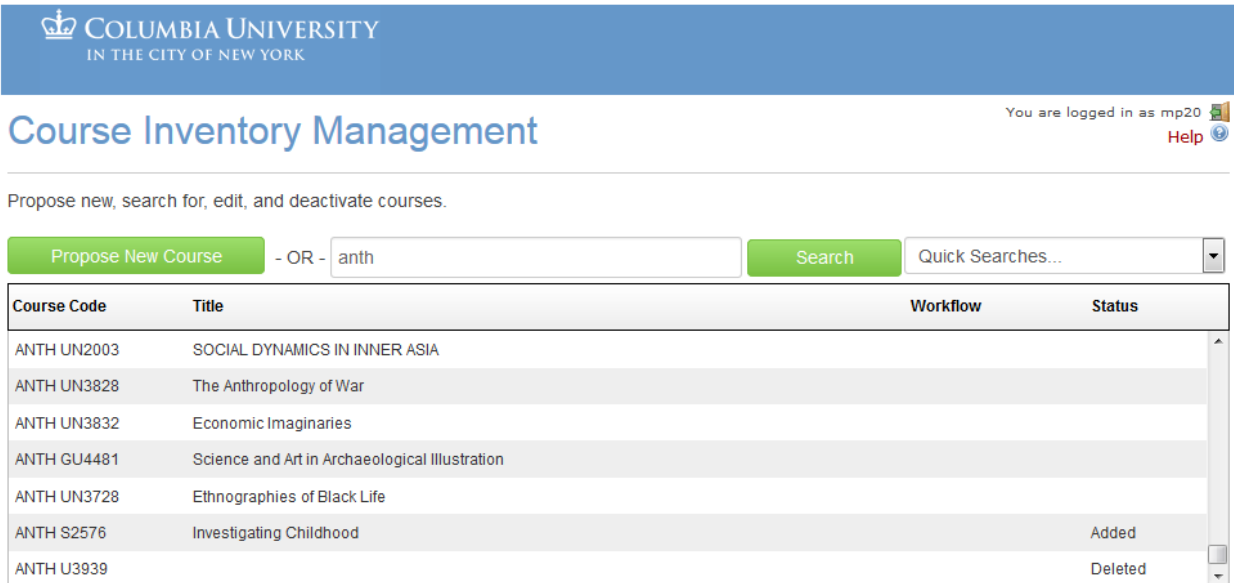| Fee | Fee Type | Rationale | ⊕ |
|---|---|---|---|
| | Select... ▾ | | ❌ |

45. **Start Workflow**:  By selecting this option, the following workflow will be triggered:
    a.  An automatic email notification will be sent to the Director of Undergraduate Studies and/or Director of Graduate Studies, to log into CourseLeaf CIM to review the course proposal.
    b.  Once the DUS/DGS approves the proposal, an automatic email notification will be sent to the CC-GS COI to review the course.
    c.  If additional information about the course is needed, a member of the CC-GS COI will contact the instructor and/or the department.

d. Once the CC-GS COI approves the proposal, all parties will receive notification, i.e. the original initiator of the proposal (e.g. DAAF/Undergraduate Coordinator), the DUS/DGS, the instructor, and the Office of the Registrar.

 Start Workflow

## Instructions for Editing an Existing Course in CourseLeaf Curricular Management Inventory (CIM)

1. Search for the course you wish to edit. You can enter a variety of parameters. Please refer to the examples below.

   A. Search by subject code in "Search" box.
      i. Enter subject code. All courses with that particular subject code will appear in the drop-down menu.



      ii. Enter subject code, followed by an asterisk (*), followed by the prefix, followed by an asterisk (*). All courses with that particular subject code and prefix will appear in the drop-down menu.

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## Course Inventory Management

You are logged in as mp20
Help

Propose new, search for, edit, and deactivate courses.

| Propose New Course | - OR - | anth*un* | | Search | Quick Searches... ▼ |

| Course Code | Title | Workflow | Status |
| --- | --- | --- | --- |
| ANTH UN3999 | The Senior Thesis Seminar in Anthropology | | |
| ANTH UN1008 | The Rise of Civilization | | |
| ANTH UN1200 | The Anthropology of Sexuality | | |
| ANTH UN2005 | Ethnographic Imagination | | |
| ANTH UN2300 | Anthropology of Estrangement: States, Tribes, and Bazaars | | |
| ANTH UN3041 | Anthropological Theory II | | |
| ANTH UN3300 | Pre-Columbian Histories of Native America | | |

iii.     Enter an asterisk, followed by the course number, followed by another asterisk, if the prefix is unknown.  This method will result in all courses with that course number, regardless of prefix, subject code, and title.



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## Course Inventory Management

You are logged in as mp20
Help

Propose new, search for, edit, and deactivate courses.

| Propose New Course | - OR - | *2002* | | Search | Quick Searches... ▼ |

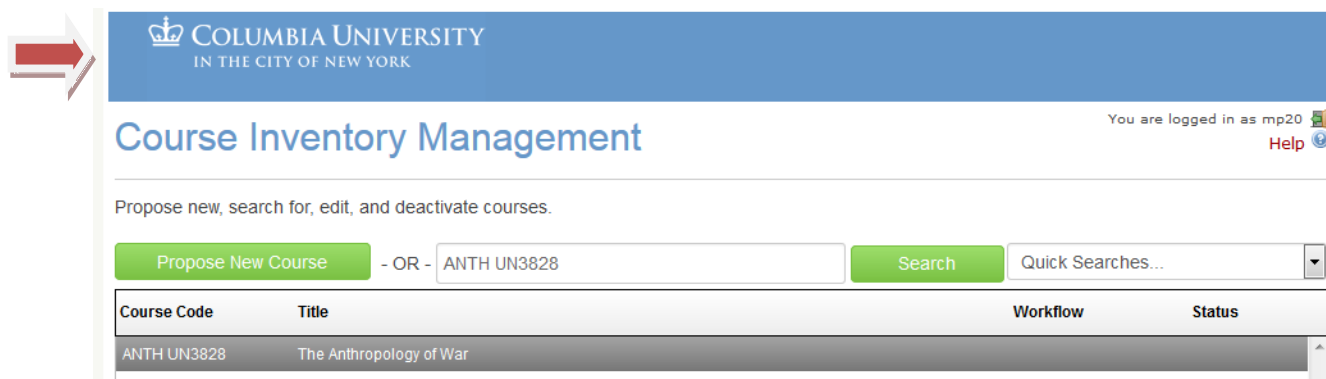| Course Code | Title | Workflow | Status |
| --- | --- | --- | --- |
| ASTR UN2002 | Introduction To Astrophysics, II | | |
| ANTH GR8435 | WOMEN & CHILDREN IN AFRIC | | |
| ANTH W2002 | Environmental and Evolutionary Biology II Organisms to Communities | | |
| ASCE V2002 | Introduction to Major Topics in Asian Civilizations: East Asia | | |
| ASTR C2002 | Introduction to Astrophysics II | | |
| ASTR W2002 | Introduction To Astrophysics, II | | |
| CHEM BC2002 | General Chemistry II | | |

iv.     Enter an asterisk, followed by a key word (s) in title, followed by another asterisk, if only the key word(s) in the title are known.  This method will result in all courses with those key words in the title, regardless of subject code, prefix, and course number.

Propose new, search for, edit, and deactivate courses.

| | | | | |
|---|---|---|---|---|
| **Propose New Course** | - OR - | *american studies* | **Search** | Quick Searches... ▼ |

| Course Code | Title | Workflow | Status |
|---|---|---|---|
| AFAS GR6100 | Interdisciplinary Approaches to African American Studies: The Pro-Seminar | | |
| AFAS UN1001 | Introduction to African-American Studies | | |
| AMST BC1001 | What is American Studies? | | |
| AMST BC3300 | Topics in American Studies: The Wealth of Natives | | |
| AMST BC3401 | Colloquium in American Studies: Cultural Approaches to the American Past | | |
| AMST UN3920 | American Studies Senior Project Colloquium | | |
| AMST UN3930 | Topics in American Studies | | |

> v.　　Enter the exact subject code, prefix, and course number.

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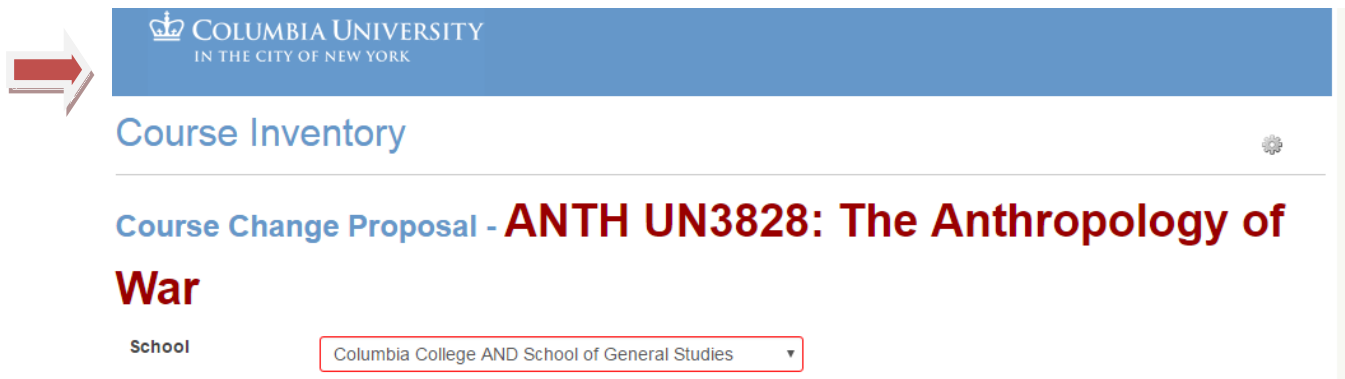IN THE CITY OF NEW YORK

## Course Inventory Management

You are logged in as mp20
Help ⓘ

Propose new, search for, edit, and deactivate courses.

| | | | | |
|---|---|---|---|---|
| **Propose New Course** | - OR - | ANTH UN3828 | **Search** | Quick Searches... ▼ |

| Course Code | Title | Workflow | Status |
|---|---|---|---|
| ANTH UN3828 | The Anthropology of War | | |

> 2.　Hit "Enter".　Press "Change Course."　You will be prompted to begin changing course parameters, as applicable.

### COLUMBIA UNIVERSITY
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## Course Inventory　　　　　　　　　⚙

## Course Change Proposal - ANTH UN3828: The Anthropology of War

**School**　　Columbia College AND School of General Studies ▼

For additional guidance or explanations, please refer to steps 1-45, delineated above.