

Course Leaf Documentation	Editing Course Proposals	Office of the Provost
Developed by: Harri Weinberg	Last Update: September 10, 2015	Updated by: Charleen Baselice

COURSE INVENTORY MANAGEMENT (CIM)

EDITING OR INACTIVATING COURSES

A previously approved course that is edited or inactivated must go through the standard workflow.

GETTING STARTED

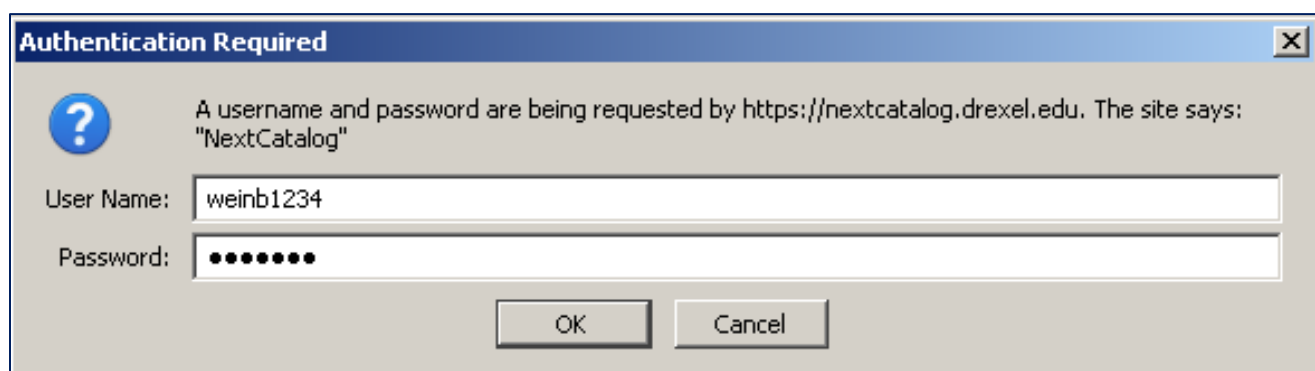
Firefox is recommended for CourseLeaf.

LOG IN TO COURSELEAF

Log into the following URL: <https://nextcatalog.drexel.edu/courseadmin/>

Enter your username and password (your DrexelOne ID and password).

Click **OK**.



Click the icon in the dialog box.



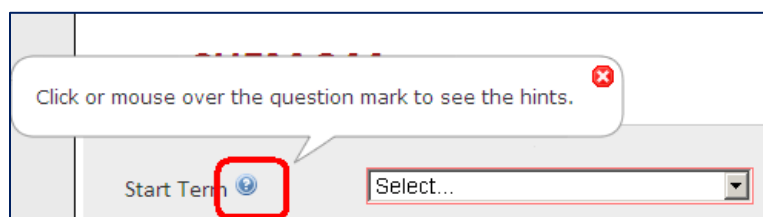
REQUIRED FIELDS

Fields that are outlined in **red** are required. The proposal cannot be saved without these fields completed. It is a good practice to gather all of the required information *before* editing a proposal.

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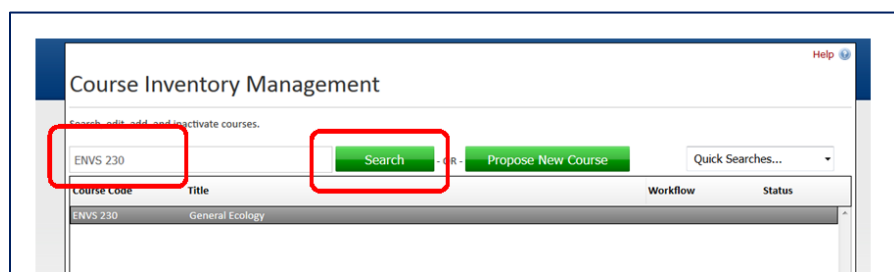
TIPS/HINTS

Tips are available throughout the proposal by clicking on the blue question mark, as shown below:



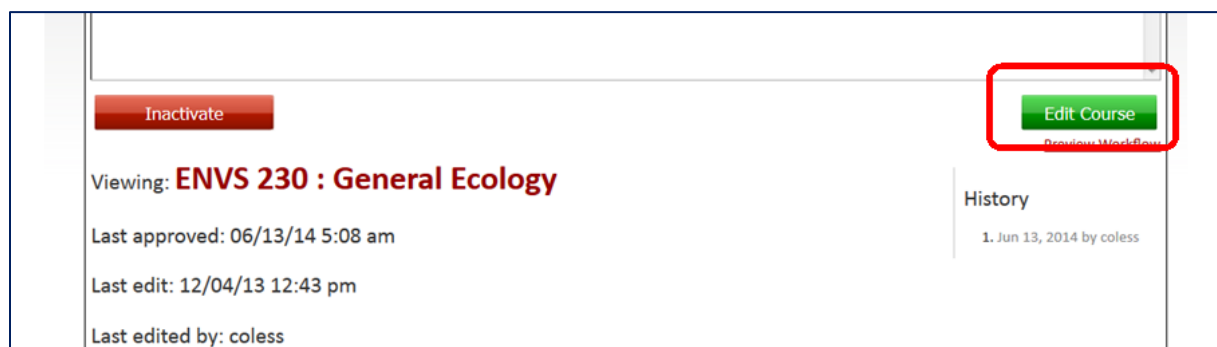
SEARCHING FOR THE COURSE

To locate the course to be edited, enter the course number in the search field and click the green **Search** button.



EDITING COURSES

Select the green **Edit Course** button to bring up the proposal for editing.



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All details about the course from the official Banner catalog are pulled in to the proposal. Additional details, including the catalog web pages, programs, and courses referencing this course will show in what is referred to as the “Ecosystem.”

ECOSYSTEM

Viewing ENVS 230 : General Ecology

Last approved: 06/13/14 5:08 am

Last edit: 12/04/13 12:43 pm

Last edited by: coless

Catalog Pages referencing this course: [Minor in Ecology](#)

Programs referencing this course:

- [BIO-BS: Biological Sciences BS](#)
- [ECOL-MINOR: Ecology Minor](#)
- [EDUC-BIO-BS: Teacher Education: Biology BS](#)
- [EDUC-ENED-BS: Teacher Education: Environmental Education BS](#)
- [EDUC-ERTH-BS: Teacher Education: Earth and Space Science BS](#)
- [ENSS-BA: Environmental Studies and Sustainability](#)
- [ENVS-BS: Environmental Science BS](#)
- [ES-BS: Environmental Studies BS](#)

As A Prerequisite:

- [ENVS 284 : Physiological and Population Ecology](#)
- [ENVS 286 : Community and Ecosystem Ecology](#)
- [ENVS 315 : Plant Animal Interactions](#)

Drexel University CATALOG 2015 - 2016

COLLEGES & SCHOOLS MAJORS MINORS GRADUATE PROGRAMS CERTIFICATE PROGRAMS

[Catalog Home](#) > [Undergraduate](#) > [The College of Arts and Sciences](#) > [Minor in Ecology](#)

Minor in Ecology

The minor in ecology meets the needs of engineering, science, arts, applied arts, information, and business students interested in environmental science. Prior to taking [ENVS 230 General Ecology](#), students are minimally expected to have had one term to a year of both general biology and general chemistry.

Required Courses	Credit Hours
ENVS 212 Evolution	4.0
ENVS 230 General Ecology	3.0
ENVS 260 Environmental Science and Society	3.0
ENVS 284 Physiological and Population Ecology	3.0
ENVS 285 [W] Population Ecology Laboratory	2.0
ENVS 286 Community and Ecosystem Ecology	3.0
ENVS 287 Community Ecology Laboratory	2.0
ENVS 328 Conservation Biology	3.0
Environmental Science elective	3.0-4.0

Understanding the Ecosystem

The Ecosystem shows every place that references the course being viewed. In some cases, courses are linked from the text of the catalog. Programs reference the course in Degree Requirements and Plans of Study. Courses can also be used as pre-requisites.

Note: When proposing changes to a course, such as increasing/decreasing credit hours or inactivating a course, contact the programs managers of the affected programs to inform them of the proposed changes. Depending on the type of change, the affected programs may need to update program/course proposals and submit for review prior to the deadline.

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FIELDS AVAILABLE FOR EDITING

All of the details from the Banner catalog will be pulled into the form for editing; grayed out fields are not available for editing.

Course Inventory

Editing: **ENVS 230**

Start Term: 201415

Academic Level: Quarter: ☐ Graduate Quarter ☒ Undergraduate Quarter

Semester: ☐ Graduate (ME) ☐ Graduate Semester ☐ Law ☐ Law Post-Professional ☐ Public Health ☐ Undergraduate Semester

College: College of Arts and Sciences

Department: BEES - 3224 (BEES)

Subject Area: Environmental Science (ENVS)

Course Number: 230

Long Title: General Ecology

Banner Title: General Ecology

Special Topics Course: ☐ Yes ☒ No

START TERM

Using the drop-down, change the **START TERM** to the term in which the changes should take effect. Fall Quarter and Fall Semester are available for selection. The catalog is updated effective the fall term of the year.

Start Term: Select...

Location(s):

Select...

Fall Semester 2015-2016 (201511)

Fall Quarter 2015-2016 (201515)

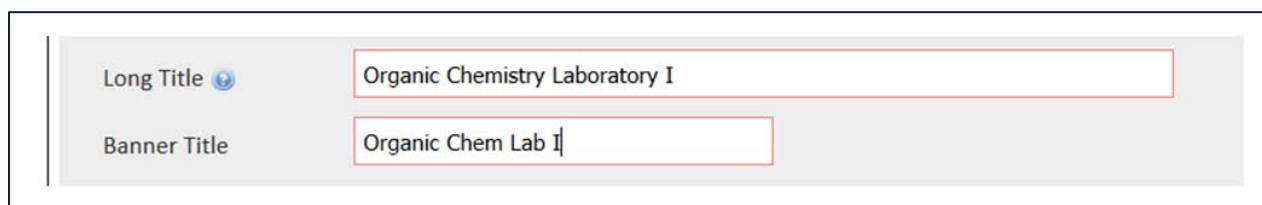
Fall Quarter 2016-2017 (201615)

Fall Semester 2016-2017 (201611)

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TITLES

The title that is entered into the **Long Title** field will display in the catalog. The text entered into the **Banner Title** field will display in Banner; this field is limited to 30 characters. Text be added or removed from the fields.



The screenshot shows a form with two input fields. The first field is labeled 'Long Title' with a blue icon and contains the text 'Organic Chemistry Laboratory I'. The second field is labeled 'Banner Title' and contains the text 'Organic Chem Lab I'. Both fields have red borders, indicating they are active or have been edited.

When the proposal is saved, added text will display in green; deleted text will display in red.



The screenshot shows the same form as before, but with color-coded text. The 'Long Title' field contains 'Organic Chemistry Laboratory I', where 'Organic Chemistry' is in green and 'Laboratory I' is in red. The 'Banner Title' field contains 'Organic Chem Lab I', where 'Organic Chem' is in green and 'Lab I' is in red.

Understanding when to edit a course proposal vs. when to create new course proposal

In general, if the course name and/or description are undergoing significant changes, submit a new course proposal.

Acceptable change:

- Adv Business Practice >> Advanced Business Practice
- Intro to Chem >> Introduction to Chemistry

Unacceptable change. Requires new course proposal creation and submission:

- Industrial Engineering >> Civil Engineering
- Introduction to Chemistry >> Principles of Chemistry I

If the subject rubric is changing, new course proposals must be created for EACH course. For example, all CJ (Criminal Justice) courses changing to CJS (Criminology and Justice Studies) would require new course proposals to be created and submitted to the workflow for review and approval. All CJ courses must also be inactivated. All syllabi would need to be updated to reflect the new subject code and attached to the new course proposal.

A list of Frequently Asked Questions to assist with these types of decisions is available on the, Senate Committee for Academic Affairs website: www.drexel.edu/senate/committees/SCAAM/FAQ-SCAA/

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CREDITS

Enter the credit hours and include the breakdown of credits according to lecture, recitation, lab, studio, etc., in the **Hours/Week** section. Be sure that the distribution of hours matches the number of credits assigned to the course. In the example below, the 4 credit course is broken down into 3 lecture credits and 2 lab credits.

Credits ⓘ

4

Hours/Week

Lecture	3	Seminar		Dissertation	
Lab	2	Studio		Research	
Recitation		Practice		Thesis	
Practicum		Performance		Clinical	
Independent Study		Private Lesson		Career Integrated Experience	
Medical Rotation		Internship / Clerkship / Preceptor		Service Learning	
Co-op Experience					

ADDING PRE-REQUISITES, CO-REQUISITES, CONCURRENCY

To add a pre-requisite or co-requisite, enter the information into the fields provided. Each time a pre-requisite is added, a new field opens for additional options. There will always be a blank line at the end of the section. Use the appropriate AND or OR fields.

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In the example below for ENGR 232, the pre-requisites are ENGR 231 **AND** (ENGR 121 **OR** BMES 201). The parenthesis is around ENGR 121 or BMES 201 to indicate the either course can be taken as a prerequisite, however ENGR 231 is a required prerequisite because it falls outside of the parenthesis.

Prerequisites ⓘ

(And/Or	Subject	Course #	Min Grade)	Concurrency?	
▼	▼	ENGR	231	D	▼	▼	✖
(▼	And ▼	ENGR	121	D	▼	▼	✖
▼	Or ▼	BMES	201	D) ▼	▼	✖
▼	▼				▼	▼	✖

The entry above will appear in the catalog as:

ENGR 232 Dynamic Engineering Systems 3.0 Credits
Provides an overview of dynamic systems and modeling; specifically using differential equations as a model. Specific emphasis will be placed on developing models of dynamic systems and the use of computational tools for solutions of the problems. The focus of the lab will be the use of MATLAB for solution of contemporary engineering problems.
College/Department: College of Engineering
Repeat Status: Not repeatable for credit
Restrictions: Cannot enroll if classification is Freshman
Prerequisites: ENGR 231 [Min Grade: D] and (ENGR 121 [Min Grade: D] or BMES 201 [Min Grade: D])
Corequisite: EXAM 081

DELETING PRE-REQUISITES, CO-REQUISITES, CONCURRENCY

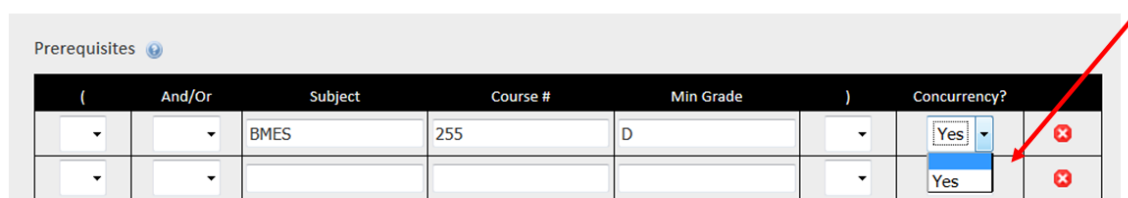
To delete a pre-requisite, select the icon at the end of the row.

Prerequisites ⓘ

(And/Or	Subject	Course #	Min Grade)	Concurrency?	
▼	▼	ENGR	231	D	▼	▼	✖

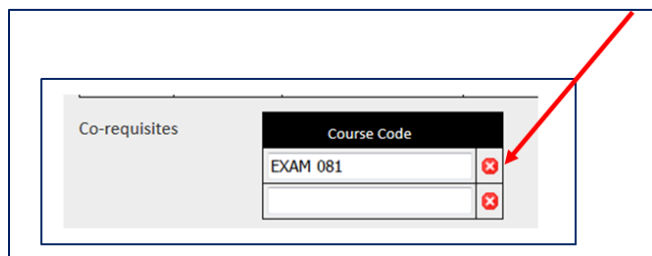
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To delete a course listed as concurrent, select the drop down arrow next **Yes** in the Concurrency field. Change the option from Yes to blank.



(And/Or	Subject	Course #	Min Grade)	Concurrency?
		BMES	255	D		Yes
						Yes

To delete a co-requisite, click on the red icon at the end of the row.

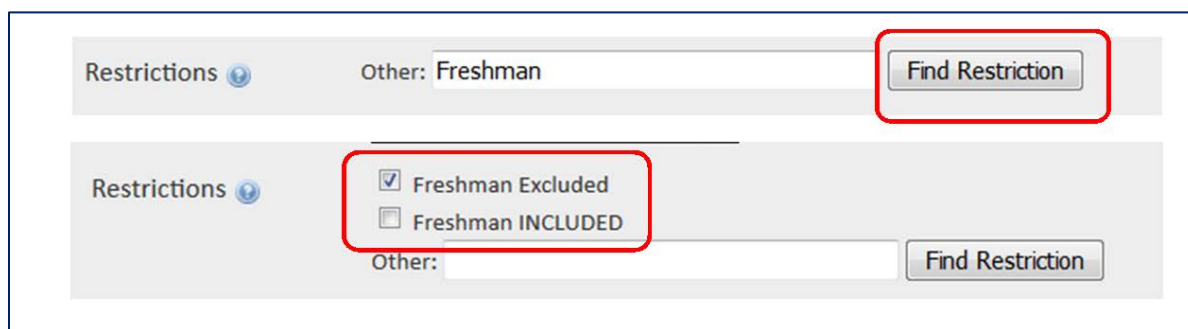


Course Code
EXAM 081

RESTRICTIONS

Available restrictions include Degree, Class, College, and Major.

For example, to indicate that a course is limited to sophomores and above, type “freshman” in the field, select **Find Restrictions**. Two options appear: Freshman Excluded or Freshman INCLUDED. Select Freshman Excluded.



Restrictions ⓘ Other:

Restrictions ⓘ

☒ Freshman Excluded

☐ Freshman INCLUDED

Other:

To restrict a course to a specific major, enter the major’s name and click Find Restriction. Choose the option from the available list.

See the screen shot on the previous page to show how this selection will look in the catalog.

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Multiple restrictions can also be created. In the example below, the course is for only Chemistry majors that are sophomores or above. This restriction was created using the steps below.

1. Type “freshman” into the **Restrictions** field
2. Click **Find Restriction**
3. Select **Freshman Excluded**
4. Type “chemistry” into the **Restrictions** field
5. Click **Find Restriction**
6. Select **Chemistry Majors INCLUDED**

The image shows a sequence of four screenshots illustrating the steps to create a restriction:

- Step 1:** The 'Other:' field is set to 'Freshman'. The 'Find Restriction' button is highlighted with a red box.
- Step 2:** The 'Find Restriction' button has been clicked. The 'Freshman Excluded' checkbox is selected and highlighted with a red box.
- Step 3:** The 'Other:' field is now set to 'Chemistry'. The 'Find Restriction' button is highlighted with a red box.
- Step 4:** The 'Find Restriction' button has been clicked again. Both the 'Freshman Excluded' and 'Chemistry Majors INCLUDED' checkboxes are selected and highlighted with a red box.

REPEATABLE COURSES

All courses can be repeated; however they cannot always be repeated for credit. Courses such as special topics and independent study can often be repeated for credit. If the course is repeatable, click the box next to **Course is Repeatable**. An option opens to select the number of repeats allowed AFTER the initial occurrence. If the course is 3 credits and can be repeated twice for credit after the first time it's taken, then the number of times a course can be repeated is 2 and the total number of credits will be 9.

The image shows the 'Course is Repeatable' section with the following details:

- The 'Course is Repeatable' checkbox is checked and highlighted with a red box.
- The 'Number of repeats allowed after initial occurrence' dropdown menu is set to '2' and highlighted with a red box.

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GRADING

Primary Grading Method

Select the primary grading method from the drop down: Credit/No Credit, In Progress, Satisfactory/Unsatisfactory, and Standard Letter.

Additional Grading Options

The same options as Primary Grading Method are available. This is not a required field.

CATALOG DESCRIPTION

To make minor changes to the catalog description, click in the box and begin adding and deleting words as necessary. Note: Edits that change the meaning of the original course description will require a new course proposal to be submitted and the existing course to be inactivated. Check with the Catalog Editor for further assistance.

Catalog Description	This course is if a rigorous examination of slavery and its representation in the United States. Using primary and secondary resources, art, literature and film clips, clips the course explores the relationship between history and memory and the the impact of the the social, political, and gendered imagination. imagination are investigated.
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Guidelines

- Use present tense and standard capitalization.
- Incomplete sentences are acceptable.
- Do not double space after a period.
- When possible, avoid specific references to technology or texts that will soon become outdated.

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- Do not repeat the title or indicate that this is a Writing Intensive course (WI). To have a course classified as a Writing Intensive Course, contact the director of the WI program at 215-865-6633 or email dwc@drexel.edu.

REQUIREMENT OR ELECTIVE

The next four questions ask if the proposed course is a program requirement or elective; change as appropriate.

If the course is going to be a requirement for an established major, minor, or concentration, the requirements and the plan of study must be manually updated in the Program Proposal. The CourseLeaf system does NOT automatically add courses into programs. **The Program Proposal must also go through the review process.**

When the **Yes** radio button is selected, a box opens to list the majors, minors or concentrations impacted. If **No** is selected, no further action is required.

Is this course required for a major?

In the example below, the course is required for the Engineering major. **The requirements and the plan of study must be manually updated in the Engineering Program Proposal. The Program Proposal must also go through the review process.**

Is this course required for a major? ☒ Yes ☐ No

List Major(s):

ENGR

Is this course required for a minor?

In the example below, the course is required for the minor in Computer Engineering major. **The requirements and the plan of study must be manually updated in the Minor in Computer Engineering Program Proposal. The Program Proposal must also go through the review process.**

Is this course required for a minor? ☒ Yes ☐ No

List Minor(s):

Computer Engineering

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Is this course required for an academic concentration?

If Yes is selected, include the concentration AND the major. In the example below, the course is required for the concentration in Finance within the Business major. **The requirements and the plan of study must be manually updated in the Business Program Proposal. The Program Proposal must also go through the review process.**

Is this course required for an academic concentration?
☒ Yes
☐ No

List Concentration(s) with Major:
FIN/BUSN

Is this course going to be used as an elective course for a major, minor, or academic concentration?

If Yes, indicate how the course will be used. For example, if the course can be used to fulfill ANY History elective, indicate "HIST elective." If the course can be used as a free elective, enter "ANY." In the example below, the course is to be used by Psychology majors as a social science elective. **The requirements and the plan of study must be manually updated in the Business Program Proposal. The Program Proposal must also go through the review process.**

Is this course going to be used as an elective course for a major, minor, or academic concentration?
☒ Yes
☐ No

List major, minor and/or concentration:
PSY as a social science elective

EXPECTED AUDIENCE


Indicate if the expected audience is Freshman, Sophomore, Pre Junior, Junior, Senior, or Graduate. This does not mean that the course cannot be offered to other classifications. Change as appropriate.

Expected Audience
☐ Freshman
☒ Sophomore
☒ Pre Junior
☐ Junior
☐ Senior
☐ Graduate

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TERMS OFFERED WITH ENROLLMENT

Enter the number of students expected to enroll in the course each term the course will be offered. This does not mean that the course cannot be offered in other terms. Change as appropriate.

Terms Offered with Enrollment 	Fall	<input type="text" value="29"/>	Winter	<input type="text"/>	Spring	<input type="text" value="31"/>	Summer	<input type="text"/>
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PROPOSED INSTRUCTOR

Enter the name of the proposed instructor. From the drop down menu indicate if the proposed instructor is Full or Part Time Faculty (not adjunct) or Adjunct. Change as appropriate.

Proposed Instructor	<input type="text" value="Dr. Mildred Who"/>	<div> <div>Select...</div> <div> <div>Select...</div> <div>FT Faculty (Not adjunct)</div> <div>Adjunct</div> <div>PT Faculty (Not adjunct)</div> </div> </div>
Has this course been taught as a Special Topics course:	<input checked="" type="radio"/> Yes <input type="radio"/> No	List previous academic terms offered with course titles and enrollment numbers: <input type="text"/>

SPECIAL TOPICS

Answer the question, “Has this course been taught as a Special Topics Course,” by selecting the **Yes** or **No** radio button. If **No** is selected, nothing further needs to be done. If **Yes** is selected, a new field opens to indicate the previous academic terms offered with course titles and enrollment numbers. Change as appropriate.

Has this course been taught as a Special Topics course:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has this course been taught as a Special Topics course: <input checked="" type="radio"/> Yes <input type="radio"/> No	List previous academic terms offered with course titles and enrollment numbers: <input type="text" value="201115; ST: Animation and Society 23"/>

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ATTACH SYLLABUS

An updated syllabus must be attached to all edited course proposals; it must conform to university standards. Learner-Centered Syllabus Guidelines are available on the Center for Academic Excellence's website: <http://drexel.edu/dcae/teaching/syllabus-guidelines/>

To attach a syllabus, click on the green **Attach Syllabus** button and select the file location from the window that appears. When the file has been correctly attached, it will appear in the **Files To Be Uploaded** field. The syllabus will upload automatically when the proposal is submitted.

Course Syllabus

Attach Syllabus

Uploaded Files:

Files To Be Uploaded:

Sample Syllabus.docx [Remove](#)

OTHER DOCUMENTS

Additional documents are not required; however, they can assist in the review. Follow the instructions explained above.

Other Documents

Attach Documents

Uploaded Files:

Files To Be Uploaded:

JUSTIFICATION

Enter the justification for editing this course. Be as specific as possible.

What is the justification for developing and offering this course:

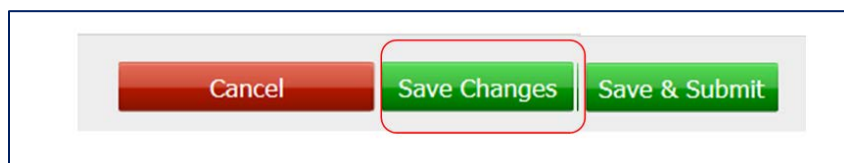
This was was created to teach students the computing skills and software packages needed by modern chemical engineering graduates. This course is closely linked to fundamental CHE courses.

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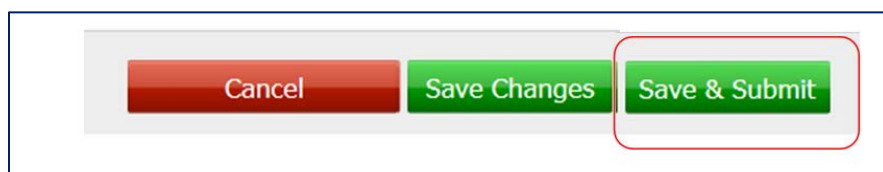
SAVING

Proposals can be saved at any time during the editing process prior to being submitted for review by selecting the **Save Changes** button located at the bottom of the proposal form. The proposal will be saved for later editing.

Note: All items outlined in **red** must be completed or an error message will pop up indicating the fields that need content.



Save & Submit is to be used only when the proposal is complete and ready to submit to the workflow. Selecting this button will push the proposal through a pre-determined review and approval workflow. Information about the workflow and approval process can be found:



COURSE INACTIVATION

Before inactivating a course, check the course ecosystem (see page 3) to determine if the proposed inactivated course is being used in another program. Contact the program and provide notification of the intention to inactivate. If an inactivated course remains in the catalog, an error message will be retrieved when a user clicks on an inactivated course bubble.

Select the red **Inactivate** button. DO NOT SELECT THE SHRED PROPOSAL BUTTON



The inactivation window will pop up. Follow the instructions listed on the next page.

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Inactivating a course is a 3 step process.

1. From the End Term drop down, select the term for which the inactivation is to begin.
 2. Enter the justification for the inactivation
 3. Click on the green Confirm button to send the inactivated proposal to the workflow.
- Note:* Once the Confirm button is selected, it cannot be undone.

Drexel University

Inactivating: **EGMT 605**

End Term: Fall Quarter 2016-2017 (201615) **1**

Justification for this request: This course hasn't been taught in 10 years. **2**

Cancel Confirm **3**