

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

COURSE INVENTORY MANAGEMENT (CIM)

Course Development

Information about course development can be on the [INSPIRE website](#) (Initiative for New Scholarship, Pedagogy, Innovation & Research in Education).

Requesting New Subject Code

New subject codes must be requested before the proposal is created so that the code can be added to the CourseLeaf database for course proposal development. Send an email to ais_student@drexel.edu to request a new subject code.

Required Attachment

A current syllabus must be attached to all proposals for new courses and 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/>

The website also contains a Syllabus Guidelines Checklist and a Learning-Centered Syllabus Rubric. Please use the checklist when creating a new syllabus.

GETTING STARTED

Firefox is recommended for CourseLeaf.

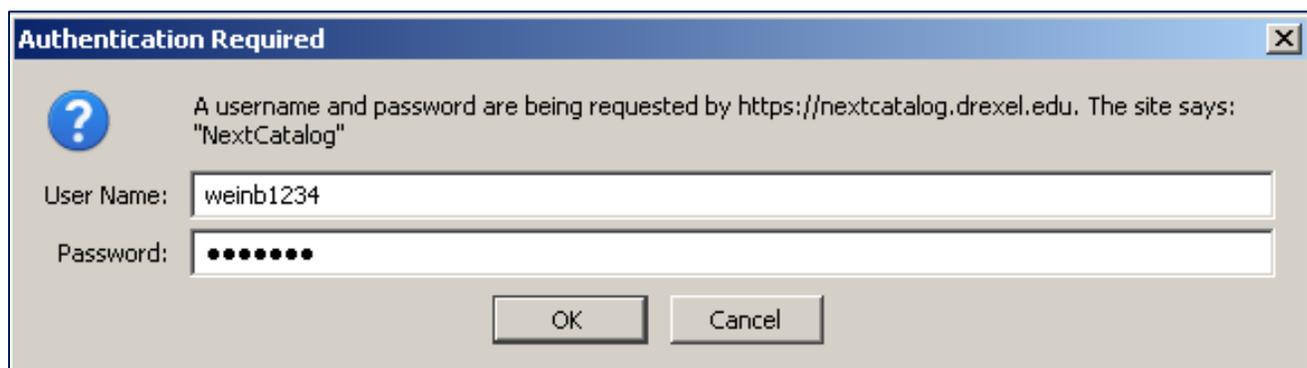
When new courses are added to a program, that program must be updated separately and submitted for approval. Please review the documentation for editing Program Proposals.

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**.



Authentication Required

A username and password are being requested by <https://nextcatalog.drexel.edu>. The site says: "NextCatalog"

User Name:

Password:

OK Cancel

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Click the icon in the dialog box.

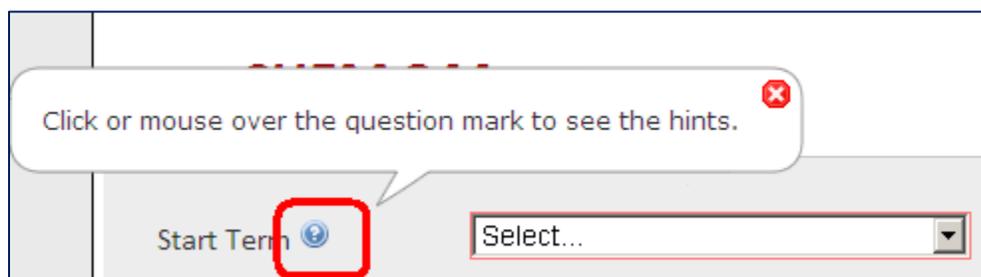


REQUIRED FIELDS

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.

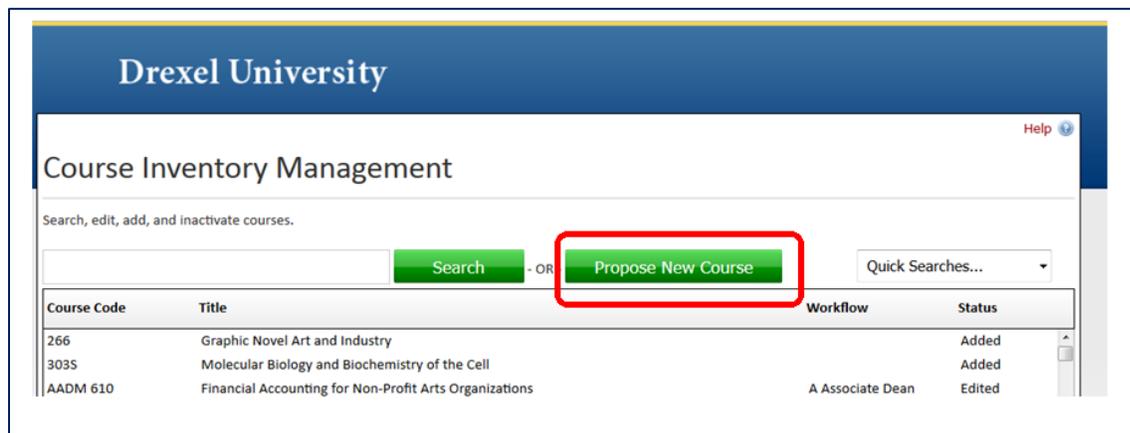
TIPS/HINTS

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



PROPOSING A NEW COURSE

Click on the green **Propose New Course** button.



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START TERM

Using the drop-down, select the appropriate effective **START TERM** for the changes. Fall Quarter and Fall Semester are available for selection. The catalog is updated effective the fall term of the year.

ACADEMIC LEVEL

Select the appropriate academic level. In the example below, Undergraduate Quarter has been selected by clicking the radio button in front of the text. The level selected will be the default level in the catalog. If “semester” is selected, the course number must end with the letter “S.”

COLLEGE

Using the dropdown, select the appropriate college/school.

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DEPARTMENT

Using the dropdown, select the appropriate department. Note: The College must first be selected for the Departments to be listed in the dropdown.

College: Antoinette Westphal College of Media Arts & Design

Department: Select Department (Required)...

Subject Area: Select Department (Required)...

Course Number: [Empty]

Long Title: [Empty]

Banner Title: [Empty]

Special Topics Course: Yes No

- Architecture & Interior Design - 3754 (AID)
- Arts & Entertainment Enterprise - 3212 (ARTSEE)
- Cinema & Television - 3755 (CINTV)
- College of Media and Design - 3631 (COMAD)
- Design - 3633 (DSGN)
- Digital Media-3634 (Digital Media-3634)
- Interior Design - 3653 (INTR)
- Performing Arts - 3645 (PERF)
- Visual Studies - 3635 (VSST)

SUBJECT AREA

Using the dropdown, select the appropriate subject code. Note: The College and Department must first be selected for the subject codes to be listed in the dropdown.

College: Antoinette Westphal College of Media Arts & Design

Department: Arts & Entertainment Enterprise - 3212 (ARTSEE)

Subject Area: Select Subject (Required)...

Course Number: [Empty]

Long Title: [Empty]

Banner Title: [Empty]

- Arts Administration (AADM)
- Entertainment & Arts Management (EAM)
- Museum Leadership (MUSL)
- Music Industry Program (MIP)

COURSE NUMBER

Before entering a course number in the Course Number field determine if the number is available by checking the Hyperion report, STU-Available Crse Numbers.

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Enter the course number. Undergraduate course numbers are below 500. Graduate course numbers begin with 500. Courses offered on the semester calendar include the letter “S” at the end of the number (i.e., 610S).

When completed, the top of a new course proposal will appear as shown below. Note: All fields in this section of the proposal are outlined in red so they are required to be completed; the proposal cannot be saved until information is entered into these fields.

A screenshot of a web form for entering course information. The form has a light gray background. Four fields are visible, each with a red border indicating it is required:

- College**: A dropdown menu with a blue arrow icon, currently showing "Antoinette Westphal College of Media Arts & Design".
- Department**: A dropdown menu with a blue arrow icon, currently showing "Arts & Entertainment Enterprise - 3212 (ARTSEE)".
- Subject Area**: A dropdown menu with a blue arrow icon, currently showing "Arts Administration (AADM)".
- Course Number**: A text input field containing the number "210".

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.

A screenshot of the title fields in the form. It shows two text input fields with red borders:

- Long Title**: A large text input field.
- Banner Title**: A smaller text input field.

SPECIAL TOPICS

Select the appropriate radio button: Yes or No.

A screenshot of the "Special Topics Course" field. It features a label "Special Topics Course" followed by two radio buttons: "Yes" (which is unselected) and "No" (which is selected, indicated by a filled blue circle).

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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.

The screenshot shows a form for entering course credits. At the top left, there is a 'Credits' label with a dropdown arrow and a text input field containing the number '4'. Below this is the 'Hours/Week' section, which is a grid of input fields for different credit types. The 'Lecture' field is set to '3' and the 'Lab' field is set to '2'. Other fields like Seminar, Dissertation, Studio, Research, Recitation, Practice, Thesis, Practicum, Performance, Clinical, Independent Study, Private Lesson, Career Integrated Experience, Medical Rotation, Internship / Clerkship / Preceptor, Service Learning, and Co-op Experience are all empty.

Note that when the **Yes** radio button is selected next to Special Topics Course, the Hours/Week breakdown changes, as shown below.

This screenshot shows the same form as above, but with the 'Special Topics Course' option selected. At the top, there is a grey box containing the text 'Special Topics Course' followed by two radio buttons: 'Yes' (which is selected) and 'No'. Below this, the 'Credits' field still contains '4'. The 'Hours/Week' section now only has three input fields: 'Lecture' set to '3', 'Lab' set to '2', and 'Recitation' which is empty. The other credit type fields are no longer visible.

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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.

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

To indicate that a course can be taken concurrently, click on the dropdown under **Concurrency?** And select **Yes**. A *concurrent* course may be taken at the same time as another course but it is not required to be taken simultaneously. A *co-requisite* is a companion course that is required to be taken at the same time as another course.

Co-requisites

Course Code	
EXAM 081	✖
	✖

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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.

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.

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**

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The screenshot displays four panels for selecting course restrictions. Each panel includes a 'Restrictions' label with a help icon, a 'Find Restriction' button, and an 'Other:' text input field. The panels are as follows:

- Panel 1:** 'Other:' field contains 'Freshman'. The 'Find Restriction' button is highlighted with a red box.
- Panel 2:** 'Freshman Excluded' is checked, and 'Freshman INCLUDED' is unchecked. The 'Find Restriction' button is highlighted with a red box.
- Panel 3:** Both 'Freshman Excluded' and 'Freshman INCLUDED' are unchecked. 'Other:' field contains 'Chemistry'. The 'Find Restriction' button is highlighted with a red box.
- Panel 4:** 'Freshman Excluded' and 'Chemistry Majors INCLUDED' are checked, while 'Freshman INCLUDED' and 'Chemistry Majors Excluded' are unchecked. The 'Find Restriction' button is 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 screenshot shows the 'Course is Repeatable' section. The checkbox is checked and highlighted with a red box. To its right, the text 'Number of repeats allowed after initial occurrence:' is followed by a dropdown menu containing the number '2', which is also highlighted with a red box.

GRADING

Primary Grading Method

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

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Additional Grading Options

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

CATALOG DESCRIPTION

The information entered into this field will be pulled into the catalog exactly as entered. Do NOT include notes to reviewers or any information not intended to be viewed by the public. Catalog descriptions are limited to 820 characters.

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

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.
- 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.

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The example below is an acceptable catalog description. All descriptions are reviewed by the catalog editor for style and clarity.

Catalog Description

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.

476 characters remaining

SIMILAR COURSE

In this section, answer the question by selecting the appropriate radio button: Do you know of a course in another college that is similar to the proposed course? If **Yes** is selected, an option appears to indicate the **Course Code**. Additional fields open each time a course number is entered to provide space for further entries.

It is the responsibility of the course proposal initiator to contact the college teaching the similar course and make them aware of this proposal. A document indicating the appropriate college/department has been notified must be attached to the proposal. See below for instructions on attaching documents.

Do you know of a course in another college that is similar to the proposed course?

Yes No

List Course(s):

Course Code

X

REQUIREMENT OR ELECTIVE

The next four questions ask if the proposed course is a program requirement or elective. **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.

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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

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.**

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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:

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.

Expected Audience

Freshman Sophomore Pre Junior
 Junior Senior Graduate

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.

Terms Offered with Enrollment ⓘ

Fall Winter Spring Summer

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.

Proposed Instructor

Has this course been taught as a Special Topics course: Yes No

List previous academic terms offered with course:

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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.

Has this course been taught as a Special Topics course: Yes No

Has this course been taught as a Special Topics course: Yes No
 List previous academic terms offered with course titles and enrollment numbers:
 201115; ST: Animation and Society 23

ATTACH SYLLABUS

A syllabus must be attached to all new 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**

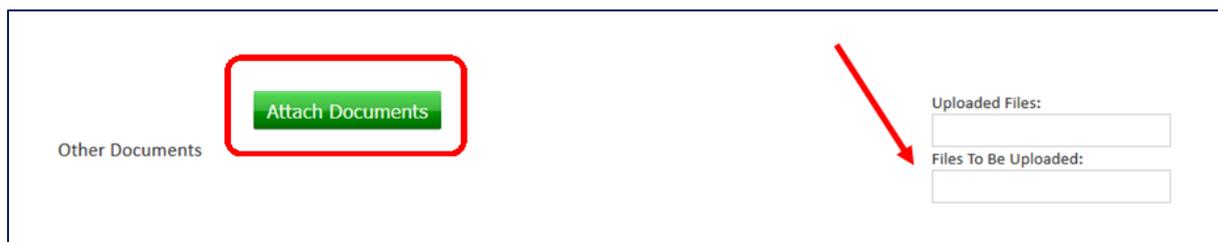
Uploaded Files:

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.

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COURSE JUSTIFICATION

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

What is the justification for developing and offering this course:

This 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.

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:

