

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

## PROGRAM REQUIREMENTS

### Editing program proposal

*Note:* Concentrations are considered a part of majors. They do not need a separate proposal. If a concentration is being added to a major, edit the proposal – do not create a new one.

### PROGRAM MANAGEMENT:

#### EDITING A NEW MAJOR, MINOR OR CONCENTRATION

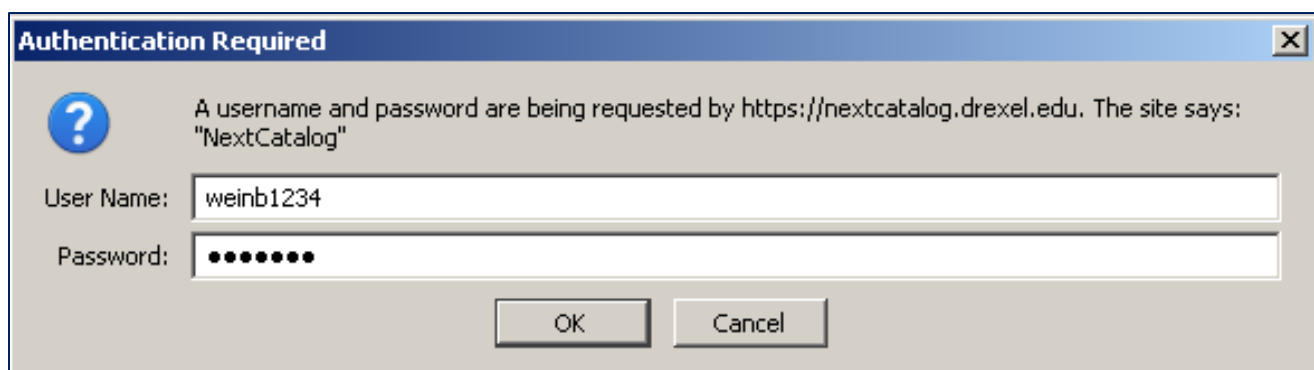
Firefox is recommended for CourseLeaf.

#### LOGGING IN TO COURSELEAF

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

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

Click **OK**.



Click the icon in the dialog box.



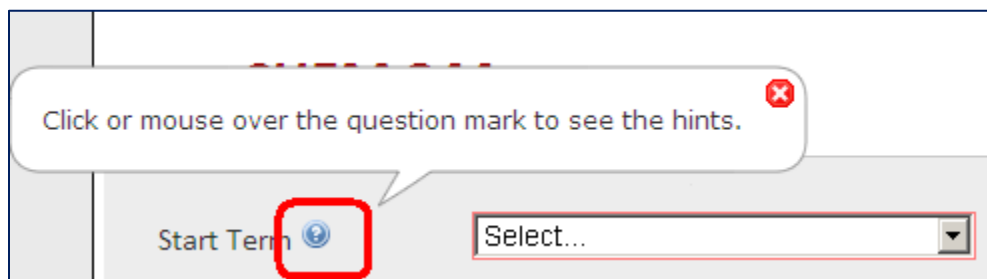
Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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## REQUIRED FIELDS

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:



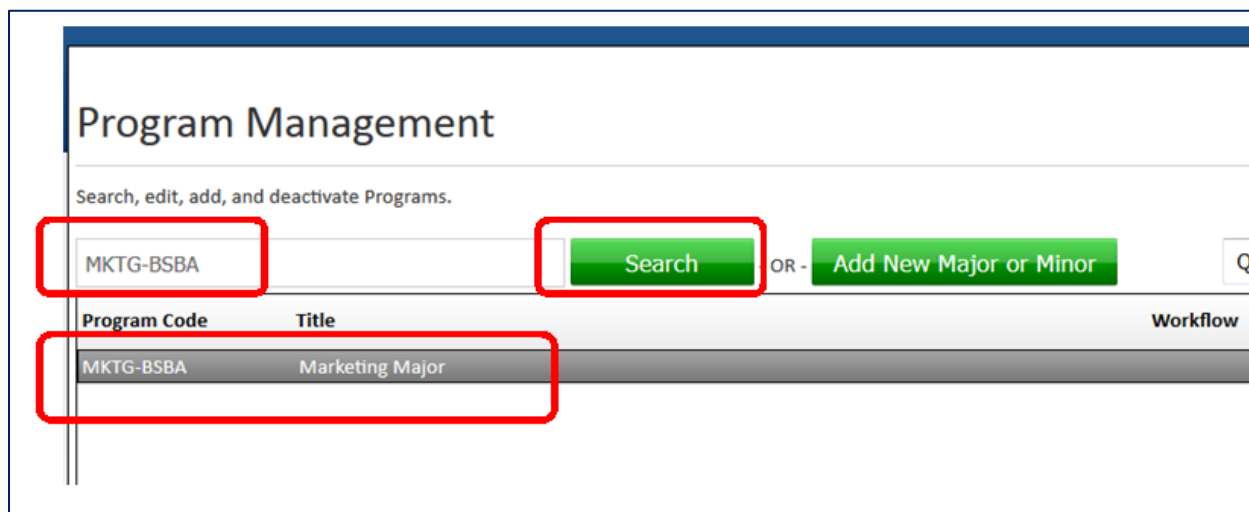
## LOCATING THE PROPOSAL

Majors are listed in Program Management by major code and degree. For example, Design and Merchandising BS is listed as DSMR-BS.

### Performing a Search

To locate a proposal for editing, use the **Search** field. A search can be performed in several ways; the asterisk (\*) is used as a wildcard.

- **Search by Major/Program Code:** If known, the major/program code can be typed into the Search field. Click on **Search**. In the example below, typing MKTG-BSBA into the Search field provided the result of Marketing Major



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- Using the asterisk (\*)
  - The asterisk used at the end of a word finds all programs that start with the word being searched and ending with anything after it. For example, **electrical\*** finds all programs that start with the word “electrical” as shown below:

The screenshot shows the 'Program Management' interface with a search bar containing 'electrical\*' and a 'Search' button. Below the search bar is a table of results.

Program Code	Title	Work
EE-BSEE	Electrical Engineering BSEE	
EE-MINOR	Electrical Engineering Minor	
EE-MSEE	Electrical Engineering MSEE	
EE-PHD	Electrical Engineering PhD	
ETLM-MSEET	Electrical and Telecommunications Engineering MSEET	

- The asterisk used at the beginning of a word finds all programs that end with the word being searched. For example, **\*management** finds all programs that end with the word “management” in the Title as shown below:

The screenshot shows the 'Program Management' interface with a search bar containing '\*management' and a 'Search' button. Below the search bar is a table of results.

Program Code	Title	Work
CPRJ-PBC	Project <u>Management</u>	
OLDP-CERT	Operations and Leadership and Organizational <u>Management</u>	
OMGT-MINOR	Organizational <u>Management</u>	
PROJ-MINOR	Project <u>Management</u>	
TIMS-BSBA	Technology Innovation <u>Management</u>	

Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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- The asterisk can surround letters to perform a search where the word is uncertain. For example, **\*eco\*** finds all programs that contain the letters “eco” such as “**E**conomics,” “**S**econdary Education,” or “Electrical and Tele**co**munications Engineering”

## EDITING THE PROGRAM

After the search is performed and the program is located, click on the green **Edit Program** button.

Program Code	Title	Workflow	Status
AE-BSAE	Architectural Engineering		
ANFX-BS	Animation and Visual Effects BS		
ANTH-BA	Anthropology BA		
ANTH-MINOR	Anthropology Minor		
BIO-BS	Biological Sciences BS		
CE-BSCE	Computer Engineering BSCE		Edited
ECON-BSBA	Economics BS		
EDUC-BS	Teacher Education-Biology		

Deactivate Program
Edit Program

All details from the previously saved form will be automatically pulled into the form.

## EDITING THE PROPOSAL

### START TERM

Using the drop-down, select an 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.

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)

### LOCATION(S)

Skip this section if there are no changes to location. It is possible for a campus to be added or deleted when editing a program. Check with the Provost’s office or Bursar when changing or adding a campus.

Select all that apply. In the example below, University City and Center City have been selected by clicking on the field in front of the campus name. *Do not select Burlington or Sacramento as programs are no longer being offered on those campuses.*

Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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Use "Online" only for programs that are offered through Drexel University Online.

Location(s)	<input checked="" type="checkbox"/> Center City	<input type="checkbox"/> Queen Lane	<input checked="" type="checkbox"/> University City Campus	<input type="checkbox"/> Online
	<input type="checkbox"/> Burlington	<input type="checkbox"/> Sacramento		

#### DELIVERY METHOD(S), FULL- OR PART-TIME:

Skip this section if there are no changes.

Select the appropriate Delivery Method; more than one can be selected.

**Face to Face:** Programs taught on campus

**Hybrid:** Programs taught on campus but also include an online component

**Online:** Programs that are available only through Drexel University Online

**Accelerated:** Bachelors/Masters type program

Select **Full-** or **Part-Time**.

Delivery Method(s)	<input checked="" type="checkbox"/> Face to Face	<input type="checkbox"/> Hybrid	<input type="checkbox"/> Online	<input type="checkbox"/> Accelerated
Full-Time or Part-Time	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time		

#### NAME, COLLEGE, DEAN/DIRECTOR, DEPARTMENT, FACULTY CONTACT, DEPARTMENT ORG CODE

Skip this section if no changes have been made.

Name	<input type="text" value="Aerospace Engineering"/>		
College	<input type="text" value="College of Engineering"/>		
Dean/Director	Name: <input type="text" value="Albus Engine"/>	E-mail: <input type="text" value="ae999@drexel.edu"/>	Phone: <input type="text" value="215-895-9999"/>
Department	<input type="text" value="Mechanical Engineering &amp; Mechanics (MEM)"/>		
Faculty Contact	Name: <input type="text" value="William Plane"/>	E-mail: <input type="text" value="wp111@drexel.edu"/>	Phone: <input type="text" value="215-895-1111"/>
Department Org Code	<input type="text" value="3999"/>		

Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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If there are substantial changes to the program name, a new Program Proposal will need to be created and the existing proposal will need to be deactivated AFTER all students have either been “taught out” or students have been moved into the new program. Consult with AIS for additional information.

**What constitutes a major program name change?** A substantial change is one in which the program is undergoing a major revision.

- **Major change:** Chemistry to Chemistry and Astrophysics
- **Minor change:** Human Trafficking Program to Human Trafficking

*If there is any doubt, contact the Catalog Editor or AIS prior to starting the proposal revision.*

#### MAJOR CODE, LEVEL, CO-OP OPTIONS, DEGREE, MINIMUM CREDITS, DEGREE LENGTH, CIP CODE:

Skip this section if there are no changes.

The most common edits to this section will be to the **Minimum Required Credits**.

Major Code

AERO

Level

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

What co-op options are available for this major?

☐ NCOP
☒ 4COP
☒ 5COP
☐ None

Degree

BS

Minimum required credits

182.0

Length of time to degree in years

4 or 5

CIP Code

15.0801

Aeronautical/Aerospace Engineering Technology/Technician.

CIP Code Picker - Mozilla Firefox

<https://next.catalog.drexel.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step>

CIP Code Picker

To select a CIP code either enter a search term to the right or select a CIP family from the list below to get a subset of CIP Codes to choose from.

Search

aeronautical

Search

Select CIP Family

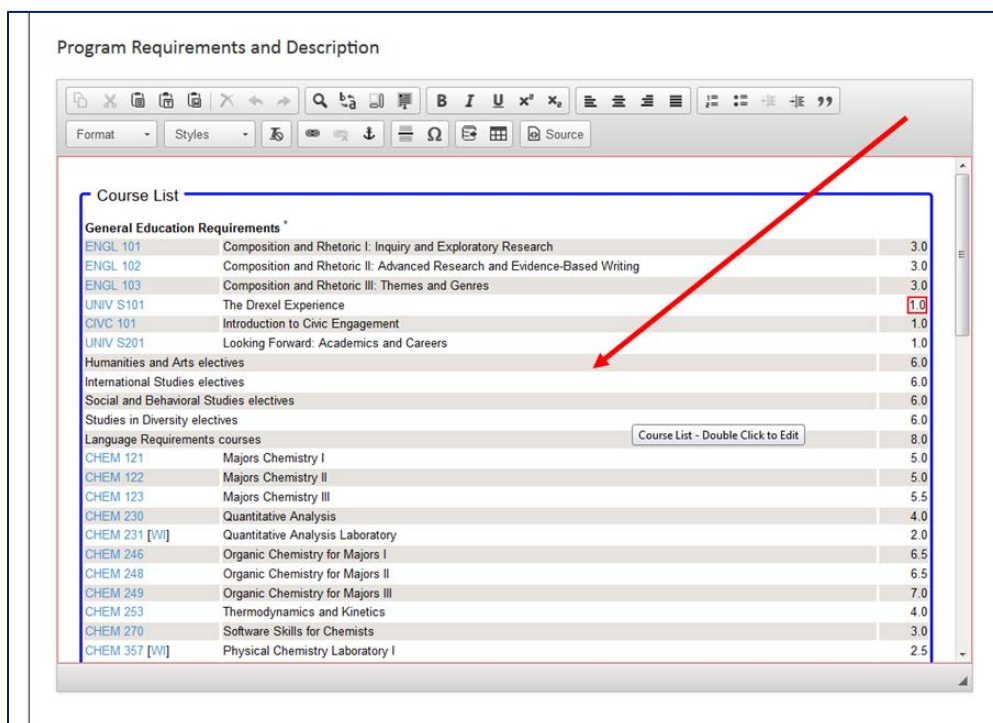
Results:

\*\*\*Select CIP family or enter a search term.\*\*\*

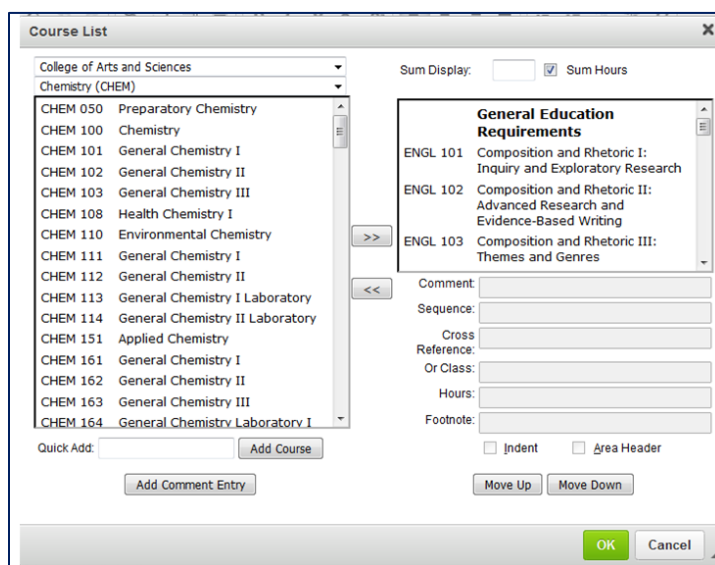
Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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## EDITING PROGRAM REQUIREMENTS

To edit the program requirements double-click anywhere in the blue **Course List** box in the Program Requirements section.



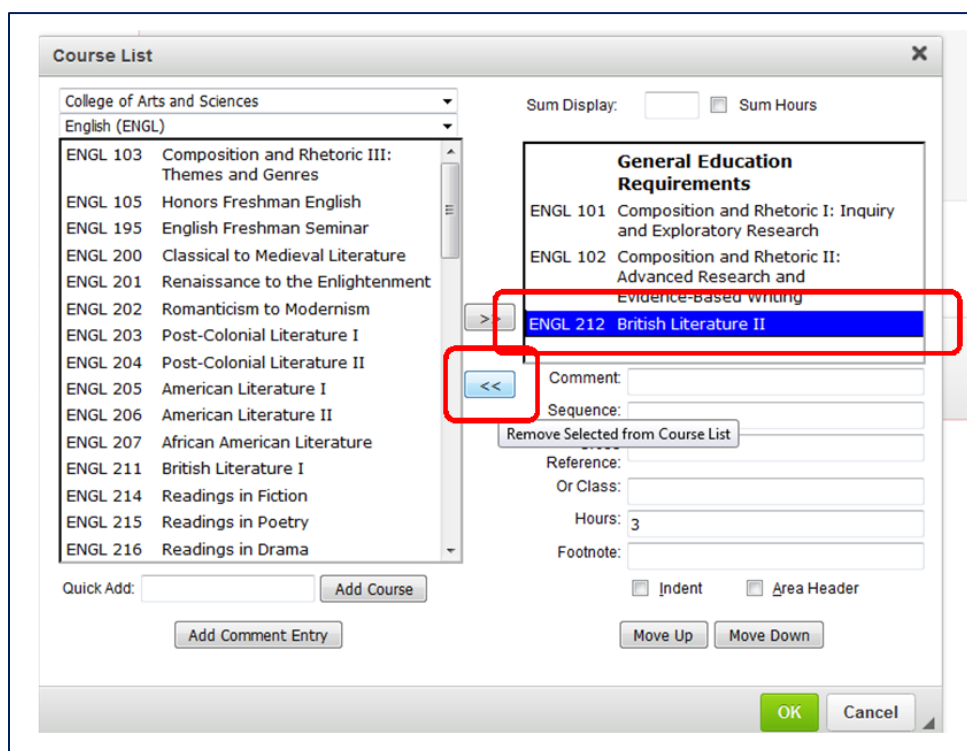
The Course List pop up box automatically populates with the list of required courses in the box on the right. Course options appear in the left box.



Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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## Deleting a course

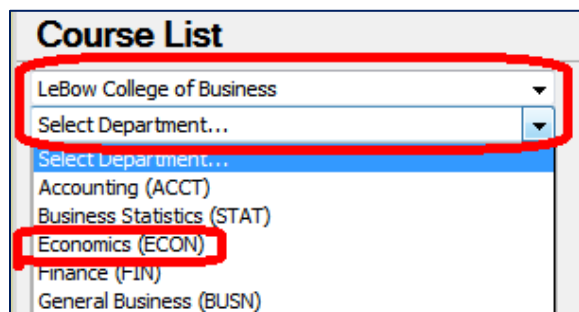
To delete a course highlight the course by clicking on it and then clicking the left arrow button (<<). A heading, or “area header,” can be deleted the same way. Highlight the heading and click the left arrow button. Click **OK** to see changes in effect.



## Adding a course

Courses can be added two ways.

First, using the course picker (the box on the left), select a college and a department to see all of the courses offered.





Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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Next, select the appropriate course and click the right arrows (>>) to move the course to course list box on the right.

The second way to add a course is by typing the course number into the **Quick Add** field and clicking **Add Course**.

Note that courses are added *after* the highlighted course. In the example below, ENGL 200 will be added *after* ENGL 101 because ENGL 101 is highlighted. To add ENGL 200 after ENGL 103, click on ENGL 103 and then select ENGL 200 from the course picker and move it using the [>>] key.

Course Leaf Documentation	Editing Program Proposals	Office of the Provost
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## Course Order

Courses need to be added in course number order. If they are added out of order, change the order by selecting the course to be moved and clicking on the **Move Up** or **Move Down** button. Courses within each section should be put in order by course number (ENGL 101, ENGL 102, MATH 101, PSY 101, SOC 101, and so on.)

## Deleting a course

To delete a course, highlight the course by clicking on it and then clicking the left arrow button (<<) to move it back to the course picker section. Headers are deleted the same way. Highlight the heading and click the left arrow button.

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## EDITING AN EITHER OR CLASS

In some cases, students can choose between two classes. Such a choice is shown in the catalog as:

ECON 342	Economic Development	4.0
or CHIN 101	Chinese I	

To delete the OR portion of an either/or course from the course list, highlight the course that appears on the top line by clicking on it. Place the cursor in the **OR Class** field, and backspace or hit the delete key to remove the text.

language courses

ECON 301 Microeconomics

**ECON 342 Economic Development**

**Humanities and Fine Arts**

LING 102 Language and Society

COM 150 Mass Media and Society

Comment:

Sequence:

Cross Reference:

Or Class: CHIN 101

Hours: 4

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## EDITING HEADERS/COMMENT TEXT

In some cases the Area Headers or text in the Comment field needs to be changed. The example on the next page shows how to edit the text, “Select two Chemistry Electives” on the Chemistry page of the catalog.

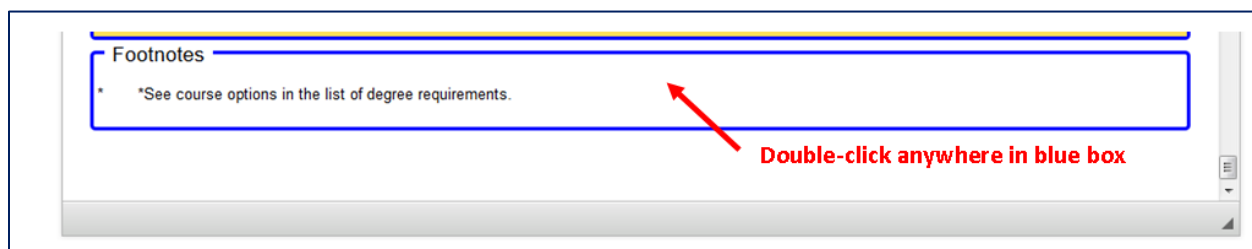
From the Course List, click on the text to be edited, “Select two Chemistry Electives” and place the cursor in the **Comment** field. Make required changes. Click **OK**.

The screenshot displays the Course List interface. On the left, a list of courses is shown, including ENGL 101, UNIV S101, CIVC 101, UNIV S201, and various Chemistry (CHEM) courses. The 'Chemistry Electives' section is highlighted, and the 'Select two Chemistry Electives' comment is selected. On the right, a sidebar contains links to Co-op/Career Opportunities, Minor, Facilities, Faculty, Course Descriptions, Schedule of Classes, All Course Descriptions, Co-op, Advising, Admissions, and Tuition & Fees. The 'Course List' dialog box is open, showing a list of Chemistry courses. The 'Chemistry Electives' section is highlighted, and the 'Select two Chemistry Electives' comment is selected. The 'OK' button is highlighted.

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## Editing Footnotes

To edit a footnote double-click anywhere in the blue box to open the Footnote box. Click on the footnote symbol to be edited; the footnote content will appear in the text box. Make the edits and click **OK** when finished.



## EDITING ABOUT THE PROGRAM/CATALOG DESCRIPTION AND ADMISSION REQUIREMENTS

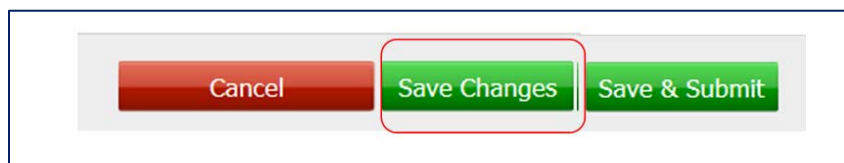
When a new catalog page is created the information from the About the Program/Catalog Description and Admission Requirements fields are copied from the Program Proposal and pasted into the catalog page manually by the Catalog Editor. Edits that need to be made to these pages should NOT be done in the Program Proposal. These fields are NOT LINKED to the catalog.

To make edits to catalog text, refer to the document, *Editing Catalog Text*.

## 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.



Proposals that have been saved using the **Save Changes** button will be indicated as “Changes saved but not submitted” in Program Management, as shown below. To edit a proposal again, select the **Edit Program** button.

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The screenshot shows a web interface with a left sidebar containing two red buttons: "Deactivate Program" and "Shred Proposal". The main content area displays the text "Changes saved but not submitted" in red, followed by "Viewing: BISC-MS : Biological Science MS". On the right, there is a green button labeled "Edit Program" which is highlighted with a red rectangle. Below this button is a "History" section with a list of four entries:

- 1. Oct 1, 2012 by weinberh
- 2. Oct 5, 2012 by weinberh
- 3. Oct 11, 2012 by ccd36
- 4. Aug 20, 2013 by mo48

**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:

The screenshot shows a horizontal bar with three buttons. From left to right, they are: a red "Cancel" button, a green "Save Changes" button, and a green "Save & Submit" button. The "Save & Submit" button is highlighted with a red rectangle.