CourseLeaf CIM

For deadlines and resources, please see the Catalog and Curriculum website.

If you are moving a program online or are considering a new program, degree, and/or certificate, please contact Dr. Susan Wolff Murphy, Interim Associate Provost at susan.murphy@tamucc.edu immediately.

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Course Inventory Management

https://catalog-next.tamucc.edu/courseadmin/

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", "MATH" everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

Searching for courses, add prefix of course in the search bar and press search. Every course with that prefix will appear. Under status you will be able to see if the course is still active or inactive. Active courses will be blank under status while inactive courses will say inactive under status.
Deleting a course

Select the course in question, you will see all the information that we have in the system for that course.

Note: When deleting a course please review the Catalog Pages/Programs/Other Courses referencing this course section. This will show you what programs and courses this course is listed in. Please make sure to remove that course in the other programs/courses where it is listed.
In the left side of the screen, you will see a red button that says Inactivate. Click on Inactivate and you will see the following pop up appear.

You will select the end term and enter a justification on why the course is being deleted. Once you are done you will click on the green button that says Start Workflow. If you need to cancel the proposal and have not yet started the workflow, click on the red button that says Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu.
Course changes

Select the course in question, you will see all the information that we have in the system for that course.

In the right side of the screen, you will see a green button that says Edit Course.

Click on Edit Course and you will see the following pop up appear.
All the information that is listed comes straight from Banner. Anything that has a red box around it is required. Please make sure to review all questions and information that is listed. To make any changes, go to the section where the change needs to be made and make the change.

If making a number change, please review Creating a New Number Process for more details.

For example: course description changes

Current information:
Course Description
Study of significant works of poetry, drama, and prose before 1800 with emphasis on historical context and the exploration of literary and cultural values through written texts. Prerequisite: ENGL 2370, ENGL 2303, or ENGL 3303 or instructor approval.

Click anywhere inside the box and start making changes.
New information:

Course Description
Study of significant works of poetry, drama, and prose before 1800 with emphasis on historical context and the exploration of literary and cultural values. Prerequisite: ENGL 2370, ENGL 2303, or ENGL 3303 or instructor approval.

If more changes need to be made at a different time, click on Save Changes to save what you have and you can come back at another time. If you need to cancel the proposal and have not yet started the workflow, click on Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu. If all the changes have been made and are good to go, click on Start Workflow.
Adding a course

When adding a new course click on the Propose New Course button.

A pop screen will appear with the following.

**Course Inventory**

**New Course Proposal**

- Subject Code: Select...
- Department: Select Department...
- College: Select College...

**SHORT TITLE (UPPERCASE)**

- Short title: 50 characters remaining

**Long Title**

- Long title: 100 characters remaining

**Will the course be taught fully online?**

- Yes
- No

**Is the course part of an online program?**

- Yes
- No

**Course Description**

<table>
<thead>
<tr>
<th>Cross-Listed Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
</tbody>
</table>

**Prerequisites**

Anything that has a red box around it is required. Please make sure to review all questions and information that is listed.
Click on the drop down for Subject Code and select the correct prefix, the Course Numbers in Use button will appear. (For more information on selecting a new number please see Creating a New Number Process.)

**Course Inventory**

<table>
<thead>
<tr>
<th>New Course Proposal</th>
<th>Propose New from Existing Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Code</td>
<td>ACCT - Accounting</td>
</tr>
<tr>
<td>Department</td>
<td>AFBL - Accounting Finance &amp; Bus Law</td>
</tr>
<tr>
<td>College</td>
<td>Business</td>
</tr>
</tbody>
</table>

Select that button and a list of courses under that prefix will appear. It will show all course numbers that we have in the system. Any course that is shaded in gray is inactive and cannot be used again. Any course that is shaded in white is currently an active course. Review list of numbers to determine what numbers you can and cannot use.

<table>
<thead>
<tr>
<th>Course Numbers In Use for ACCT - Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
</tr>
<tr>
<td>Inactive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 0041</td>
<td>PROFESSIONAL DEVELOPMENT LEVEL</td>
</tr>
<tr>
<td>ACCT 0051</td>
<td>PROFESSIONAL DEVELOPMENT LEVEL TWO</td>
</tr>
<tr>
<td>ACCT 0100</td>
<td>ACCOUNTING INTERNSHIP</td>
</tr>
<tr>
<td>ACCT 2000</td>
<td>INTERNSHIP</td>
</tr>
<tr>
<td>ACCT 2301</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACCT 2302</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>ACCT 3311</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACCT 3312</td>
<td>Intermediate Accounting II</td>
</tr>
</tbody>
</table>

A syllabus is required for new courses. The attach file button will appear towards the end of the proposal. If a syllabus is not attached, you are not able to Start Workflow.

Once all the required fields have been entered and everything is good to go, click on Start Workflow. If more information or any changes need to be made at a different time, click on Save Changes to save what you have and you can come back at another time. If you need to cancel the proposal and have not yet started the workflow, click on Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu.

Note: If you have any questions or need any help, please contact Jenny Vela at jenny.vela@tamucc.edu.
Program Management

https://catalog-next.tamucc.edu/programadmin/

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and "MATH" everything that contains "MATH". The system searches the Program Code, Title, Workflow step and O&M Status. Quick Searches provides a list of predefined search categories to use.

![Search Bar and Program Table]

Searching for programs, you can go down the list until you find the program that you are looking for. Or you can enter the name of the program in the search bar and press search. When entering the name of the program make sure to put asterisks (*) before and after the name. By doing that, it will show every program that has that name listed on there. Under status you will be able to see if the program is still active or inactive. Active programs will be blank under status while inactive programs will say inactive under status.

For example: English.
Deleting a program

Select the program in question, you will see all the information that we have in the catalog for that program.

In the left side of the screen, you will see a red button that says Inactivate.

Click on Inactivate and you will see the following pop up appear.
### Inactivating: 178: Spanish/English Translation, Certificate

<table>
<thead>
<tr>
<th>Final Catalog</th>
<th>2023-2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale for</td>
<td></td>
</tr>
<tr>
<td>Inactivation</td>
<td></td>
</tr>
</tbody>
</table>

You will select the end term/final catalog and enter a justification on why the program is being deleted. Once you are done you will click on the green button that says Start Workflow. If you need to cancel the proposal and have not yet started the workflow, click on the red button that says Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu.
Program changes

Select the program in question, you will see all the information that we have in the catalog for that program.

In the right side of the screen, you will see a green button that says Edit Program.

Click on Edit Program and you will see the following pop up appear.
All the information that is listed comes straight from the catalog. Anything that has a red box around it is required. Please make sure to review all questions and information that is listed. To make any changes, go to the section where the change needs to be made and make the change.

For example: Anywhere you see text you can click on there and either delete or add text.
Current information:

- A student who has earned a grade of less than C (i.e., D, F, or W, Withdrawal) in two courses or who has earned a grade of less than C (D, F, or W, Withdrawal) twice in the same course will be dismissed from the BSHA program.
- Students receiving a grade of D, F, or W (Withdrawal) or I (Incomplete) in a course may not progress to courses for which that course is a prerequisite.

New information: Deleted the last item on the list.

- If a student earns a grade of D, F, or W in a healthcare administration course, that course must be repeated. A course in which a grade of less than C (i.e., D, F, or W, Withdrawal) was earned may be repeated only once.
- A student who has earned a grade of less than C (i.e., D, F, or W, Withdrawal) in two courses or who has earned a grade of less than C (D, F, or W, Withdrawal) twice in the same course will be dismissed from the BSHA program.

Any place you see a table you will need to double click on the table to open it. You can double click anywhere inside the table. You will see the following appear.
In the right side, you will stroll down to the section where you need to make changes. Click on the course or text where the change needs to be made.
If you need to add a course, you will need to use the left side to find the course that needs to be added. Once you have the course you will click on it and click on the double arrows button to add the course to the right side.

To remove a course, you will need to click on the course in question and click on the double arrows button to delete the course. It will take the course back to the left section.
To add text, click on the Add Comment Entry button.

The following pop up will appear. Enter the text and please OK.

Make sure you have the text where you want it. If you need to move the text up or down, click the Move Up or Move Down button.

If all changes have been made, please click on OK and the changes will be reflected in the table.
Note: For bachelor’s degrees and undergraduate certificates please make sure that there is a course sequence. Any changes to the major please make sure that they reflect the course sequence. Please make sure to answer all questions that are required. Once you are done click on the Start Workflow button.
### Significant Departure or Expansion of Current Programs or Levels

- **Substantive Change**: Non-Substantive Change
- **Justification**: Example: adding or deleting courses

### Off-Campus or Distance delivery

- **% student can take off-campus or through distance Education**: Select...
- **Program Start Date**: 

### Program Delivery Mode

- **Delivery Mode**: On-Campus

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[Image of Course Sequencing Plan of Study Grid]

- **Program hours**: 120
Adding a program

When adding a new program click on the Propose New Program button. A pop screen will appear with the following.

Program Management

Anything that has a red box around it is required. Please make sure to review all questions and information that is listed.
To add a table to any of the sections, click on the table button. Click on the drop-down arrow and select the type of table you need. Course List, Plan of Study Grid, and Footnotes are the most common tables to use.

If you need any help with adding a table or adding information, please contact Jenny Vela at jenny.vela@tamucc.edu.

If more information is needed or you need to stop click on the Save Changes button to save your information. You can return back at another time. Once all information has been added and you are done click on Start Workflow.

Note: If you have any questions or need any help, please contact Jenny Vela at jenny.vela@tamucc.edu.