

# Jax State Courseleaf Curriculum Inventory Management (CIM) Users' Guide

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# Curriculum Inventory Management (CIM)

## Overview

There are three different CIM forms as listed below.

1. Course changes: <https://nextcatalog.jsu.edu/courseadmin/>

This form is for any changes related to courses. This includes the following:

- Add a new course.
- Change an existing course.
- Inactivate a course.
- Reactive a course (for courses inactivated Fall 2022 or later).

2. Program changes: <https://nextcatalog.jsu.edu/programadmin/>

This form is for any changes related to programs. This includes the following:

- Add a new program (major, minor, certificate, or micro credential).
- Change an existing program.
- Inactivate a program.
- Change/Add a CIP code for a program.

3. All other changes: <https://nextcatalog.jsu.edu/miscadmin/>

This form is for all other changes, those not related to a specific course or program. This includes the following:

- Add course subject prefixes (e.g., CS – Computer Science, MLE – Middle Level Education, THR – Theatre, etc.)
- Add a new degree (e.g., BS, BA, BFA, MS, MS, MSN, EdS, etc.)

# Curriculum Change Timeline

Please see the timeline below for curriculum changes submission and the approval process. We recommend that you start your curriculum changes as early as possible and within the deadline outlined below.

<b>August 1</b>	Courseleaf opens for submission of next academic year curriculum changes. Submitting between August 1 and October 15 is the ideal time.
<b>November 30</b>	Last day to submit new or revised program proposals in Courseleaf.  Steps to be completed prior to the next deadline: <ul style="list-style-type: none"> <li>• Review by <b>Department Curriculum Committee</b>, if needed.</li> <li>• Review of Writing Intensive courses by the <b>WAC Committee</b>, if needed.</li> <li>• Review by <b>Lead Advisor/Education Certification</b>, if needed.</li> </ul>
<b>December 20 (or last day before Christmas break)</b>	Last day for the <b>Department Head</b> approval. By this date, either the proposal must be at least at the <b>College Curriculum Committee Chair</b> step or be returned to the initiator.
<b>January 15</b>	Last day for the <b>College Curriculum Committee Chair</b> approval. By this date, either the proposal must be at least at the <b>Dean's</b> step or be returned to the initiator.  <b>NOTE:</b> The <b>College Curriculum Committee Chair</b> must communicate the proposed changes with the committee members and either approve or return the proposal.
<b>February 15</b>	Last day for the <b>Dean's</b> approval. By this date, either the proposal must be at least at the <b>University Curriculum Committee/Graduate Curriculum Committee</b> step or be returned to the initiator.
<b>March 15</b>	Last day for the <b>University Curriculum Committee/Graduate Curriculum Committee</b> approval. By this date, either the proposal must be at least at the <b>Provost</b> step or be returned to the initiator.
<b>April 15</b>	Last day for the <b>Provost Office</b> approval. By this date, the proposal must be at the <b>Registrar's Office</b> step.

<b>May 15</b>	Next academic catalog is finalized and sent to the publisher.  <b>Registrar's Office</b> completes review of all changes, confers with the <b>Provost Office</b> and <b>Curriculum Committees</b> for needed revisions or resolutions of problems, completes edits, and submits the final catalog to the publisher.
<b>Early June</b>	<b>Registrar's Office</b> and <b>Graduate Studies</b> will receive catalogs preview and address any concerns and issues as close to <b>June 1 as possible</b> .
<b>June XX (1<sup>st</sup> Monday after June ACHE meeting)</b>	Next academic catalog is published to the JSU website.
<b>July 1</b>	The PDF of next academic catalog is published to the JSU website.

**Important Note:** The **Department Heads** should monitor the status of their proposals in Courseleaf to verify that their proposals are moving forward in a timely manner. Please alert the initiator if there is no progress on the proposal. If there is technical error holding up the process, please contact [curriculum@jsu.edu](mailto:curriculum@jsu.edu). The initiator can also monitor the status of the proposal in Courseleaf.

Curriculum that is not complete or accurate must either be returned to the initiator or corrected by the approver at their approval step (The initiator has access to make corrections/revisions only when the proposal is rollbacked/returned to them, and the approver has access to make corrections/revisions using the red "edit" button only when the proposal is at their approval step.) The approver (Department Head, Dean, University Curriculum Chair, etc.) can rollback/return only when the proposal is at their step. When the curriculum is returned to the initiator from any step in the approval process, the initiator has **three business days** to revise and resubmit. **Special approval** for more than three days can be granted by the **Dean** via email, with a copy of email sent to [curriculum@jsu.edu](mailto:curriculum@jsu.edu). If the special approval is not obtained, the **University Curriculum Chairs (Graduate/Undergraduate)** will shred the submission. (The initiator of the form would need to submit a new form for review.)



# Guidelines for the Curriculum Change

To accommodate curriculum changes for the courses and programs while also ensuring that the catalog is accurate, the following guidelines are highly recommended.

1. New courses (experimental and non-specific electives) can be added mid-year.
2. Prerequisite removals will be processed mid-year (removals are to the student's advantage).
3. Prerequisite changes or additions will be processed for the next available Fall term to align with the new catalog.
4. Course deletions (CIM label is "Inactivate") will be processed for the next available Fall term to align with the new catalog.
5. Writing Intensive designation (WI) additions or removals will be processed for the next available Fall term to align with the new catalog.
6. As always, program changes will be processed for the next available Fall term to align with the new catalog. Also, the new programs are strongly encouraged to wait for the new catalog.
7. The State department and accrediting body requirements will be taken into consideration with mid-year changes.
8. A course level addition can be processed mid-year. (For example, adding the level of DR to a current GR course)
9. A course level removal will be processed for the next available Fall term to align with the new catalog.

# CIM Course Form

[\(https://nextcatalog.isu.edu/courseadmin/\)](https://nextcatalog.isu.edu/courseadmin/)

## General Information

You are logged in as [redacted] Help

Course Inventory Management

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.

\* Search  Archive  History - OR - Propose New Course

Course Code	Title	Workflow	Status
ACC 200	Principles of Accounting I		
ACC 210	Principles of Accounting II		
ACC 300	Business Law		edited
ACC 301	Accounting Information Systems		

1. You can search for any courses (active or inactive) using the search box. Please follow the instructions below the header "Course Inventory Management" and above the search box to determine how search works.

When you search, you can check the "History" box as seen above to see courses that have already gone through the curriculum cycle. They are indicated by the word "history" in the status column. As we build up historical records in CIM, this will allow you to research changes that were made in the past and will include all historical records related to that change (when it was approved, who approved the various workflow steps along the way, any editorial comments included by committees, etc.)

The "Status" column as seen below shows the status of courses.

\* Search  Archive  History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
AE 343	Engineering and Technology Management	04/11/22	history
AE 344	Engineering Economy and Cost Analysis		
AE 344	Engineering Economy and Cost Analysis	04/12/22	history
AE 351	Computer-Aided Design II		
AE 355	Advanced Computer-Aided Design	Banner	edited
AE 361	Materials and Processes of Industry		

The status of history is visible only when the “History” checkbox is selected while you search for courses. There are three distinct types of status as described below.

- a) **Edited:** This status means that the existing course in the system has been edited. If you see the status of edited and some value in the “Workflow” column, it means that the course change is processing/in workflow.

If the status is edited and “Workflow” column does not have any value, it means that the course is edited but the workflow has not been started yet. The course change is not processed until you start the workflow, so, please be cautious if you see the status of edited and no value on the “Workflow” column. Please refer to the screenshot below.

Course Code	Title	Workflow	Status
AE 494	Applied Engineering Senior Internship (WI)	Banner	edited
AN 350	Biological Anthropology		edited

- b) **Added:** This status means that the new course has been added in the system. If you see the status of added and some value on the “Workflow” column, it means that the new course proposal is processing/in workflow.

If the status is added and “Workflow” column does not have any value, it means that the new course is added but the workflow has not been started yet. The new course proposal is not processed until you start the workflow, so, please be cautious if you see the status of added and no value on the “Workflow” column. Please refer to the screenshot below.

Course Code	Title	Workflow	Status
THR 146	Introduction to Performance	Banner	added
THR 195	Explore Seminar		added

- c) **Deleted:** This status means that the course is either inactive or in the process of course inactivation. If you see the status of deleted and some value on the “Workflow” column, it means that the course is currently in inactivation process. If the course status is deleted and has no value for “Workflow” column, it means the course is already inactive. Permanently deleted courses cannot be reactivated.

- The “Quick Searches” box on the right allows you to get a full list of edited, added, or inactivated courses and is a great tool for administrators to find any issues related to courses.

## **Impact of Course Changes: Review “Catalog Pages, Programs, and Courses referencing this course”**

The Course Inventory Management provides a powerful tool that shows where a specific course is referenced (e.g., catalog page, program, course, etc.)

Inactivate

Export to PDF

Export to Word

Edit Course

Preview Workflow

Viewing: **ACC 200 : Principles of Accounting I**

Catalog Pages referencing this course

- [Academic Regulations](#)
- [Accounting.\(ACC\)](#)
- [Accounting.\(ACC\)](#)
- [Department of Finance, Economics and Accounting](#)
- [Department of Finance, Economics, and Accounting](#)

A course can be referenced in other courses as a prerequisite, corequisite, equivalent, cross-listed, etc. Also, it can be referenced in several programs. Furthermore, it can be referenced in the catalog page(s). Because of this reason, it is important to consider the affect a course change can have on other courses, programs, and catalog. If you are proposing a course change and that course is referenced in other courses, programs, and catalog, it is **your responsibility** to communicate and coordinate those changes as well.

In the screenshot above, ACC 200 is referenced in several catalog pages. If you were to scroll down, it is referenced in several other programs and courses as well. If you were to do some major changes like changing the course number to 205, then you would need to reflect that change on those courses, programs, and catalog pages where ACC 200 was referenced.

**NOTE:** The course reference in other courses, programs, and catalog pages must be updated if the course prefix (e.g., previously DR to now THR) and/or course number (e.g., previously 200 to now 205) is changed.

## Proposing a New Course

Follow the instructions below to propose a new course.

1. Use the green “Propose New Course” button to initiate a new course.

### Course Inventory Management

You are logged in as sbanjara   
[Help](#) 

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.

\*   Archive  History  Quick Searches...

Course Code	Title	Workflow	Status
ACC 550	Advanced Fraud Examination and Forensic Accounting		deleted
ACC 589	Internship in Accounting		
ACC 598	Independent Research		
AE 100	Technology Orientation		

2. A pop-up window will appear with a fillable form. Boxes outlined in red are mandatory to fill. If you try to submit (Start a Workflow) a proposal without filling all mandatory fields, it will prompt you to complete them before being able to submit/start a workflow.



### Course Inventory



New Course Proposal

Catalog Prefix	<input type="text" value="Select..."/>	Course Number	<input type="text"/>
Subject	<input type="text" value="Select Subject..."/>		
Department/Division	<input type="text" value="Select Department/Division..."/>		
College	<input type="text" value="Select College..."/>		
Experimental Course?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Effective term	<input type="text" value="Select..."/>		
Academic Level	<input type="text" value="Select..."/>		
CIP Code	<input type="text"/>		

[Find...](#)

- The green “Propose New from Existing Course” button will allow you to pre-populate some of the form fields with information from another similar course. If you use this option, be sure to change the necessary fields to customize the proposal for your new course (e.g., course title, number, description, etc.)

## Course Inventory

New Course Proposal Propose New from Existing Course

Catalog Prefix	<input type="text" value="Select..."/>	Course Number	<input type="text"/>
Subject	<input type="text" value="Select Subject..."/>		
Department/Division	<input type="text" value="Select Department/Division..."/>		

- For a detailed list of fields on the course form and explanations for each field, see the “[Course Form Fields](#)” section on page 17.
- At the bottom of the form, you must attach a syllabus or other supporting documents for a new course proposal. Also, at the bottom, there are three buttons – Cancel, Save Changes, and Start Workflow.

Please attach course syllabi and any additional relevant attachment(s) Attach File

Uploaded Files:

Files To Be Uploaded:

**C** **B** **A**

Cancel Save Changes Start Workflow

- Start Workflow:** This option starts the curriculum review process/the proposal workflow. The first stop is always the department head review, followed by dean, and so on. Once you start the workflow, you cannot make further edits since the proposal moves to approvers’ queue. When the proposal is in workflow, only the current approver can edit the proposal. You will be able to edit it only when the approver rolls it back to you for changes.
- Save Changes:** This option allows you to save your changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point. Because of this reason, please make sure to start workflow once your proposal is finalized.
- Cancel:** This option deletes your work and cancels the proposal.

## Editing an Existing Course

1. Find the course you wish to edit using the search box (please refer [General Information](#) section for details).
2. Use the green “Edit Course” button.

Inactivate

Export to PDF

Export to Word

**Edit Course**

[Preview Workflow](#)

Viewing: **ACC 200 : Principles of Accounting I**

Catalog Pages referencing this course

- [Academic Regulations](#)
- [Accounting \(ACC\)](#)
- [Accounting \(ACC\)](#)
- [Department of Finance, Economics and Accounting](#)
- [Department of Finance, Economics, and Accounting](#)

3. A pop-up window will appear with the course details in a fillable form. The boxes outlined in red are mandatory and must be filled.

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### Course Inventory

Editing: **ACC 200: Principles of Accounting I**

Catalog Prefix: ACC - Accounting (ACC) Course Number: 200 Course Numbers in Use

Subject: Accounting

Department/Division: Finance, Economics, and Accounting

College: College of Business & Industry

Effective term: Select...

Substantive change (greater than 25%)?  Yes  No

Academic Level: Undergraduate

CIP Code: 520301 Accounting. [Find...](#)

Brief justification of the request

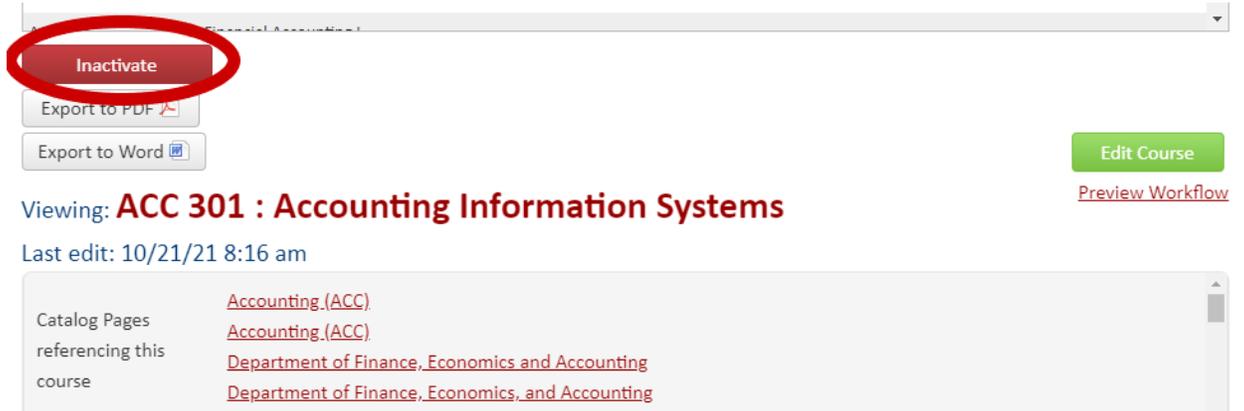
4. For a detailed list of fields on the Course Form and explanations for each field, please see “[Course Form Fields](#)” section on page 17.
6. At the bottom of the form, you may attach a syllabus or other supporting documents. Also, at the bottom, there are three buttons – Cancel, Save Changes, and Start Workflow.

The screenshot shows a form section for attachments. On the left, the text reads: "Please attach course syllabi and any additional relevant attachment(s)". To the right of this text is a green button labeled "Attach File". Further right, there are two input fields: "Uploaded Files:" and "Files To Be Uploaded:". Below these fields, at the bottom of the form, are three buttons: a red button labeled "Cancel" with a red letter "C" above it, a grey button labeled "Save Changes" with a red letter "B" above it, and a green button labeled "Start Workflow" with a red letter "A" above it.

- a) **Start Workflow:** This option starts the curriculum review process/the proposal workflow. The first stop is always the department head review, followed by dean, and so on. Once you start the workflow, you cannot make further edits since the proposal moves to approvers' queue. When the proposal is in workflow, only the current approver can edit the proposal. You will be able to edit it only when the approver rolls it back to you for changes.
- b) **Save Changes:** This option allows you to save your changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point. Because of this reason, please make sure to start the workflow once your proposal is finalized.
- c) **Cancel:** This option deletes your work and cancels the proposal.

## Inactivating an Existing Course

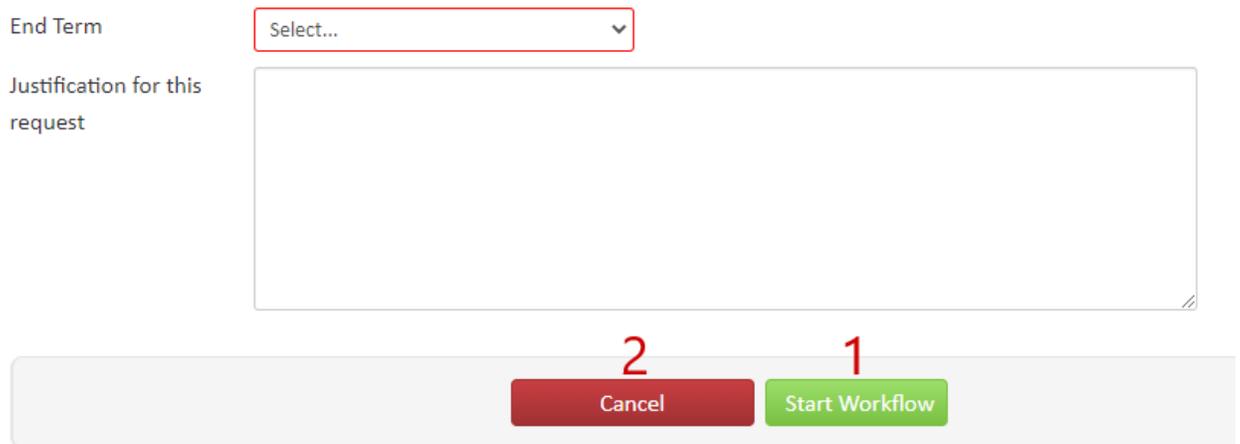
1. Find the course you wish to deactivate using the search box (please refer [General Information](#) section for details).
2. Use the red “Inactivate” button.



The screenshot shows a course management interface. At the top, there is a search box with a dropdown arrow. Below it, a red button labeled "Inactivate" is circled in red. To the left of the "Inactivate" button are two buttons: "Export to PDF" and "Export to Word". To the right is a green button labeled "Edit Course". Below these buttons, the text "Viewing: ACC 301 : Accounting Information Systems" is displayed in red, followed by "Last edit: 10/21/21 8:16 am". At the bottom, there is a table with two columns: "Catalog Pages referencing this course" and a list of links: "Accounting (ACC)", "Accounting (ACC)", "Department of Finance, Economics and Accounting", and "Department of Finance, Economics, and Accounting".

3. A pop-up window will appear with a fillable form.

### Inactivating: ACC 301



The screenshot shows a pop-up window titled "Inactivating: ACC 301". It contains a form with two main sections. The first section is labeled "End Term" and has a dropdown menu with "Select..." and a downward arrow. The second section is labeled "Justification for this request" and has a large, empty text area. At the bottom of the window, there are two buttons: a red button labeled "Cancel" with a red "2" above it, and a green button labeled "Start Workflow" with a red "1" above it.

4. Choose the end term for this course. The end term is a catalog term in which the course will be inactive.
5. Explain the rationale for this inactivation request under “Justification for this request.”
6. Either “Start Workflow (1)” to submit this course inactivation proposal to the workflow or “Cancel (2)” to cancel the inactivation pop-up window.

## Reactivating a Course

Reactivation is not available to courses deleted prior to Fall 2022. Deletion can be confirmed by viewing the “Degree Attribute” tab of **SCADETL** and is indicated by the code of “DC.”

1. Find an inactive course you wish to reactivate using the search box (please refer [General Information](#) section for details).
2. Use the green “Reactivate” button.



The screenshot shows a course management interface. At the top, there is a search bar with 'ART 330' entered. Below the search bar, there are two buttons: 'Export to PDF' and 'Export to Word'. A green button labeled 'Reactivate' is circled in red. To the right of the 'Reactivate' button, there is a dropdown menu showing 'deleted'. Below the buttons, there is a message: 'A course that has been deleted cannot be edited'. On the far right, there is a link labeled 'Preview Workflow'.

### Course Inactivation Proposal

Viewing: **ART 326 : Illustration II**

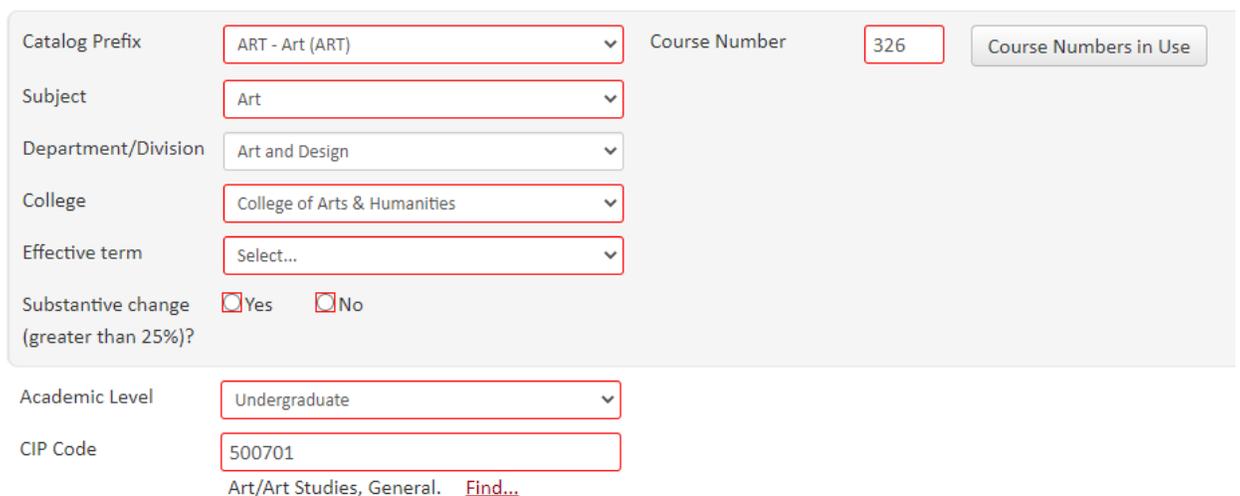
Justification for this  
inactivation request

3. A pop-up window will appear with the course details in a fillable form. The boxes outlined in red are mandatory and must be filled.



## Course Inventory

Editing: **ART 326: Illustration II**



The screenshot shows a course editing form. The form has several fields with red outlines around them, indicating they are mandatory. The fields are: 'Catalog Prefix' (ART - Art (ART)), 'Subject' (Art), 'Department/Division' (Art and Design), 'College' (College of Arts & Humanities), 'Effective term' (Select...), 'Substantive change (greater than 25%)?' (Yes/No), 'Academic Level' (Undergraduate), and 'CIP Code' (500701). There is also a 'Course Number' field with the value 326 and a 'Course Numbers in Use' button. At the bottom, there is a link labeled 'Find...'. The form is set against a red background.

4. For a detailed list of fields on the Course Form and explanations for each field, please see "[Course Form Fields](#)" section on page 17.
5. At the bottom of the form, you must attach a syllabus or other supporting documents. Also, at the bottom, there are three buttons – Cancel, Save Changes, and Start Workflow.

The screenshot shows the bottom section of a form. On the left, there is a text prompt: "Please attach course syllabi and any additional relevant attachment(s)". To the right of this text is a green button labeled "Attach File". Further right, there are two input fields: "Uploaded Files:" and "Files To Be Uploaded:". Below these fields are three buttons: "Cancel" (red), "Save Changes" (grey), and "Start Workflow" (green). Above the "Cancel" button is a red letter "C", above "Save Changes" is a red letter "B", and above "Start Workflow" is a red letter "A".

- a) **Start Workflow:** This option starts the curriculum review process/the course reactivation workflow. The first step is always the department head review, followed by dean, and so on. Once you start the workflow, you cannot make further edits since the proposal moves to approvers' queue. When the proposal is in workflow, only the current approver can edit the proposal. You will be able to edit it only when the approver rolls it back to you for changes.
- b) **Save Changes:** This option allows you to save your changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point. Because of this reason, please make sure to start the workflow once your proposal is finalized.
- c) **Cancel:** This option deletes your work and cancels the proposal.

## Course Form Fields

All the mandatory fields are colored red.

1. **Catalog Prefix:** This is a subject prefix and is a mandatory field. Once you select the correct catalog prefix, other mandatory fields - Subject, Department/Division, and College - are automatically updated. If you see any mismatch between Catalog Prefix, Subject, Department/Division, and College, please email [curriculum@jsu.edu](mailto:curriculum@jsu.edu) with your finding.
2. **Course Number:** Select a desired course number. Please use “Course Numbers in Use” button to find the available course number. The “Course Numbers in Use” button appears only after you select the “Catalog Prefix,” and it lists all course numbers currently in use for that course prefix.



Catalog Prefix: ACC - Accounting (ACC) Course Number:  Course Numbers in Use

3. **Subject:** Auto filled when you select the “[Catalog Prefix](#).” If there are two subjects, it is not auto-filled (e.g., CS: Computer Information Systems & Computer Science). In this case, select an appropriate one.
4. **Department/Division:** Auto filled when you select the “[Catalog Prefix](#).”
5. **College:** Auto filled when you select the “[Catalog Prefix](#).”
6. **Experimental Course:** Select “Yes” if you are proposing an experimental course. Otherwise, please select “No.” **Note:** This field appears only when you are proposing a new course.
7. **Effective term:** Select the catalog term starting in which this course change/proposal will be effective.
8. **Substantive Change:** Check “Yes” if the change is greater than 25%. Otherwise check “No.” **NOTE:** This field appears only when you are editing an existing course or reactivating an inactive course.
9. **Academic Level:** Select the appropriate academic level. Refer to list below.
  - 100-499 – Undergraduate
  - 400-499 – Undergraduate or Graduate
  - 500-599 – Graduate (If Faster Master’s eligible, select Graduate and Undergraduate)
  - 600-799 – Graduate or Doctoral
  - 800-899 – Doctoral

10. **CIP Code:** Select the appropriate CIP code using the “Find” link. If you know your CIP code, you may type it in. Do **not** include the period in the CIP code. **NOTE:** See [appendix](#) below for the current CIP codes for our existing programs.

CIP Code

11. **Brief Justification of the request:** Put your rationale for the course change/proposal. Please put a brief yet descriptive justification that covers all aspects of your course change/proposal.
12. **Complete Course Title:** Enter the full course title for your course. Since Banner Course Title allows only 30 characters, you are required to enter this field. If your course title is less than 30 characters, the Complete Course Title and the Banner Course Title will be the same.
13. **Banner Course Title:** The maximum characters you can enter is 30. If your complete course title is more than 30 characters long, please enter an appropriately abbreviated Banner Course Title.
14. **Schedule Type:** Select the appropriate schedule type(s). **Note:** For Directed Study courses, select the schedule type of “Independent Study.” For Internship, Clinical, and Practicum courses, select the schedule type of “Site-Based.”
15. **Credit Hours:** Enter the total credit hours required for the course. **Note:** If a course has multiple credits, please enter in the format a,b (e.g., if a course can have 2 or 3 credits, enter 2,3).

Hours			
	Low	None/Or/To	High
CEU or Credit	<input type="text" value="0.000"/>	Or <input type="text" value=""/>	<input type="text" value="5.000"/>
Billing *	<input type="text" value="0.000"/>	Or <input type="text" value=""/>	<input type="text" value="5.000"/>
Lecture	<input type="text" value="0.000"/>	Or <input type="text" value=""/>	<input type="text" value="3.000"/>
Lab	<input type="text" value="0.000"/>	Or <input type="text" value=""/>	<input type="text" value="2.000"/>
Other	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Contact	<input type="text" value="0.000"/>	To <input type="text" value=""/>	<input type="text" value="3.000"/>

If a course has range of credits, please enter in the format a-b (e.g., if a course has range of credits from 1 to 6, enter 1-6).

Hours			
	Low	None/Or/To	High
CEU or Credit	<input type="text" value="1.000"/>	To <input type="text" value=""/>	<input type="text" value="6.000"/>
Billing *	<input type="text" value="1.000"/>	To <input type="text" value=""/>	<input type="text" value="6.000"/>
Lecture	<input type="text" value="1.000"/>	To <input type="text" value=""/>	<input type="text" value="6.000"/>
Lab	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Other	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Contact	<input type="text" value="1.000"/>	To <input type="text" value=""/>	<input type="text" value="6.000"/>

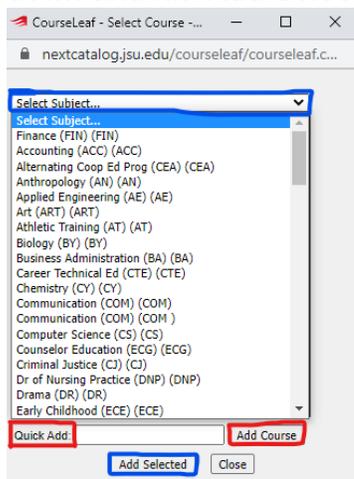
**NOTE:** In addition to credit hours, hours must also be entered in one of the following: “Lecture Hours”, “Lab Hours”, and “Other Hours”. “Contact Hours” must be entered to match the “Lecture Hours”, “Lab Hours”, or “Other Hours”.

16. **Lecture Hours:** Enter lecture hours if applicable. All courses except the following are lecture: Studio, Activity, Site-Based, Independent Study, and Lab.
17. **Lab Hours:** Enter lab hours if applicable.
18. **Other Hours:** Enter other hours if applicable. Other applies to Studio, Activity, Site-Based, Independent Study, and Co-Op courses.
19. **Contact Hours:** Enter contact hours if applicable. Should match the “Lecture Hours”, “Lab Hours”, or “Other Hours”.
20. **Default Grade Mode:** Select a default grade mode from the drop-down list. The options are Credit/No Credit, Pass/Fail, Pass/No Credit, and Standard Letter. Standard letter is the most common grade mode.
  - Credit/No Credit – A, B, C, or NC
  - Pass/Fail – P or F
  - Pass/No Credit – P or NC
  - Standard Letter – A, B, C, D, or F
21. **Restrictions:** Please put any details if there any special restrictions which limit who can register for the course (e.g., Junior or Senior only, Management majors only, Requires Teacher Education Program eligibility, etc.) Restrictions should also be included in the course description or sometimes in the prerequisite.
22. **Repeatable:** Select “Yes” if the course is repeatable. Otherwise, select “No.” If you select “Yes,” enter:
  - **Total completions:** Total completions mean how many times a student can take this course.
  - **Maximum credits available:** Maximum credits available means how may total credits a student can receive. Any credits earned above this number will be marked as “Exclude” on the student record and will not be calculated in earned hours or the GPA.
23. **Cross-Listed:** Two courses in different subjects that are identical. Credit for only one course may be earned by a student.

24. **Equivalent Courses:** Most often used for course number changes (MS 102 to MS 112) or course prefix changes (DR to THR). If a course is equivalent to other course(s), please add those equivalent courses using the green add icon.



When you click on green add icon, the pop-up window as seen below will appear. You can either enter the course prefix and course number (i.e., CS 201) on “Quick Add” field and hit “Add Course” button or select a subject from the drop down and hit “Add Selected” button.



25. *This field is not currently in use.* **General Education:** If a course is part of general education, select “Yes.” Otherwise, select “No.”
26. **Honors Course:** If a course is Honors, select “Yes.” Otherwise, select “No.”
27. *This field is not currently in use.* **Service Learning:** If a course is service learning, select “Yes.” Otherwise, select “No.”
28. **Writing Intensive:** If a course is writing intensive, select “Yes.” Otherwise, select “No.” **Note:** If you are proposing a new Writing Intensive course or adding the Writing Intensive designation to the existing course, you must also complete the Writing Intensive Course Application form found at <https://www.jsu.edu/english/wac/application.html>.
29. **Term Restriction:** If there is any term restriction, select appropriate term(s). **Note:** Term restriction(s) must also be included in the course description. For instance, SY 499 has a term restriction of Spring, so, in the course description, it was entered as “Offered Spring only” as seen in the screenshot below.

SY 499 Senior Sociology Seminar (WI) (3)

Prerequisite(s): SY 301, SY 304 and SY 427; or approval of instructor.

A summary and reintegration of fundamental concepts in sociology. Career paths are also discussed. Offered Spring only. (Writing Intensive Course)

30. **Course Description:** Enter only the credit hours and course description here. Do not enter the course prerequisite(s) and corequisite(s) information here as it will be populated from information entered in prerequisites and corequisites fields.

Follow these instructions for a course description.

- The course description of a course with a grade mode other than “Standard Letter” should be in this format.

Course Description	(3). Reinforcement of the skills gained in EH 101. Focuses on academic writing, argumentation, research, and documentation. Provides the foundation for upper-level writing-intensive courses. Grades for EH 102: A, B, C, NC.
--------------------	--

Course Description	(3). Provides the management major with practical experience in the management field via an internship arrangement. Grades: Pass/Fail.
--------------------	--

- The course description of a Writing Intensive course should be in this format.

Course Description	(3). Directed practicum in one of these areas: acting, directing, design, management, technology, or theatre education. (Writing Intensive Course)
--------------------	--

- The course description of a course where credits may vary should be in this format.

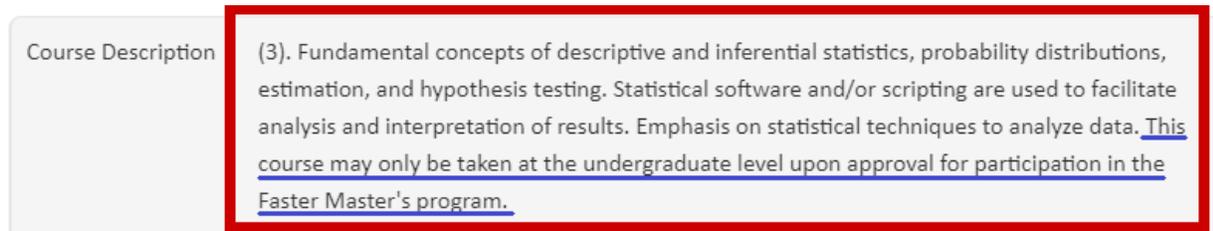
Course Description	(1-6). This course allows the student to gain experience in a job involving computer science. The department head will approve the number of credit hours based on the scope of the project. May be duplicated for credit for a total of six (6) semester hours.
--------------------	--

- The course description of a course with a special designation should be in this format.

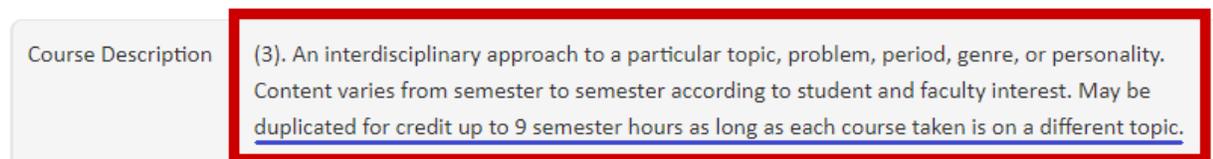
Course Description	(3). (General Service) Study of basic concepts of wellness including: nutrition, cancer prevention, addictions, STDs, and physical fitness including principles of exercise, stress management, weight control, and the management of emergencies, accidents, and injuries.
--------------------	---

- The course description of a 500-level course which is Faster Master’s eligible should be in this format. Make sure to add the verbiage “This

course may only be taken at the undergraduate level upon approval for participation in the Faster Master’s program,” as seen in the screenshot below.



- The course description of a repeatable special topics course should be in this format. Make sure to add the verbiage “**as long as the course is taken on a different topic,**” as seen in the screenshot below.



31. **Prerequisites** (course(s) which must be completed prior to current course): Enter course prerequisite(s) here if any. For courses that have an academic level of “Graduate and Undergraduate,” there are three prerequisite fields instead of one.

Prerequisites	BY 322, 332, or 373 and MS 204
Prerequisites for Undergraduate	
Prerequisites for Graduate	

- **Prerequisites:** If the prerequisite(s) is/are same for both levels, enter them only in this field leaving “Prerequisites for Undergraduate” and “Prerequisites for Graduate” fields blank.
- **Prerequisites for Undergraduate:** Enter prerequisite(s) for the undergraduate students.
- **Prerequisites for Graduate:** Enter prerequisite(s) for the graduate students.

For courses that have an academic level of “Doctoral and Graduate,” there are three prerequisite fields instead of one.

- **Prerequisites:** If the prerequisite(s) is/are same for both levels, enter them only in this field leaving “Prerequisites for Graduate” and “Prerequisites for Doctoral” fields blank.
- **Prerequisites for Graduate:** Enter prerequisite(s) for the graduate students.
- **Prerequisites for Doctoral:** Enter prerequisite(s) for the doctoral students.

32. **Corequisites** (courses which must be taken at the same time): Enter course corequisite(s) here if any. For courses that have an academic level of “Graduate and Undergraduate,” there are three corequisite fields instead of one.

- **Corequisites:** If the corequisite(s) is/are same for both levels, enter them only in this field leaving “Corequisites for Undergraduate” and “Corequisites for Graduate” fields blank.
- **Corequisites for Undergraduate:** Enter corequisite(s) for the undergraduate students.
- **Corequisites for Graduate:** Enter corequisite(s) for the graduate students.

For courses that have an academic level of “Doctoral and Graduate,” there are three corequisite fields instead of one.

- **Corequisites:** If the corequisite(s) is/are same for both levels, enter them only in this field leaving “Corequisites for Graduate” and “Corequisites for Doctoral” fields blank.
- **Corequisites for Graduate:** Enter corequisite(s) for the graduate students.
- **Corequisites for Doctoral:** Enter corequisite(s) for the doctoral students.

33. **Prerequisites OR Corequisites** (also known as concurrent prerequisites): Enter concurrent prerequisite(s) here if any. For courses that have an academic level of “Graduate and Undergraduate,” there are two prerequisites or corequisites fields instead of one.

- **Prerequisites OR Corequisites for Undergraduate:** Enter concurrent prerequisite(s) for the undergraduate students. If the concurrent prerequisite(s) is/are same for both levels, enter them in both fields.
- **Prerequisites OR Corequisites for Graduate:** Enter concurrent prerequisite(s) for the graduate students. If the concurrent prerequisite(s) is/are same for both levels, enter them in both fields.

For courses that have an academic level of “Doctoral and Graduate,” there are two prerequisites or corequisites fields instead of one.

- **Prerequisites OR Corequisites for Graduate:** Enter concurrent prerequisite(s) for the graduate students. If the concurrent prerequisite(s) is/are same for both levels, enter them in both fields.
  - **Prerequisites OR Corequisites for Doctoral:** Enter concurrent prerequisite(s) for the doctoral students. If the concurrent prerequisite(s) is/are same for both levels, enter them in both fields.
34. **Please attach course syllabi and any additional relevant attachment(s):** For new courses (including experimental courses) and courses reactivation, you must include the course syllabus.

# CIM Program Form

(<https://nextcatalog.isu.edu/programadmin/>)

## General Information

### Program Management

You are logged in as [redacted] [Help](#)

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 CIM Status.

Quick Searches provides a list of predefined search categories to use.

Program Code	Program Name	Workflow
259	Mathematics Specialist (K-5)	
ACC_BS3	Accounting (Bachelor of Science)	
42	Accounting Minor	
NUR_DNP_ANP3	Adult-Gerontology Acute Care Nurse Practitioner (Doctor of Nursing Practice)	
ABA-MS3	Applied Behavior Analysis (Master of Science)	
AEE_BS3	Applied Electronics Engineering (Bachelor of Science)	

1. You can search any programs (active or inactive) using the search box. Please follow the instruction below the header "Program Management" and above the search box to determine how search works. For instance, if you put an asterisk (\*) and click green "Search" button, it lists every program (active/inactive) in the system.

The "Status" column as seen below shows the status of programs.

Program Code	Program Name	Workflow	Status
CJ_BS_LE3	Criminal Justice - Law Enforcement (Bachelor of Science)		deleted
CJ_BS_OR3	Criminal Justice - Offender Rehabilitation (Bachelor of Science)		deleted
108	Criminal Justice Minor		
126	Criminology Minor		
255	Criminology and Justice in a Diverse Society Microcredential	Associate Vice Provost	added
257	Cybersecurity Microcredential	Associate Vice Provost	added

The status of history is visible only when the "History" checkbox is selected while you search for programs. There are three distinct types of status as described below.

- a) **Edited:** This status means that the existing program in the system has been edited. If you see the status of edited and some value on the “Workflow” column, it means that the program change is processing/in workflow.

If the status is edited and the “Workflow” column does not have any value, it means that the program is edited but the workflow has not yet been started. The program change is not processed until you start the workflow; therefore, please be cautious if you see the status of edited and no value on the “Workflow” column. Please refer to the screenshot below.

Program Code	Program Name	Workflow	Status
MU_BA_EDI3	Music - Music Education - Instrumental (Bachelor of Arts)	MU Head	edited
MU_BA_EDV3	Music - Music Education - Vocal (Bachelor of Arts)		edited

- b) **Added:** This status means that the new program has been added in the system. If you see the status of added and some value on the “Workflow” column, it means that the new program proposal is processing/in workflow.

If the status is added and “Workflow” column does not have any value, it means that the new program is added but the workflow has not been started yet. The new program proposal is not processed until you start the workflow, so, please be cautious if you see the status of added and no value on the “Workflow” column. Please refer to the screenshot below.

Program Code	Program Name	Workflow	Status
259	Mathematics Specialist (K-5)		added
260	eSports Minor		
262	Chemistry - Applied Chemistry (Bachelor of Science)	Associate Vice Provost	added

- c) **Deleted:** This status means that the program is either inactive or in the process of program inactivation. If you see the status of deleted and some value on the “Workflow” column, it means that the program is currently in inactivation process. If the program status is deleted and has no value for “Workflow” column, it means the program is already inactive.

2. The “Quick Searches” box on the right allows you to get a list of all edited, added, or inactivated programs and is a great tool for administrators to find any issues related to programs.

## Proposing a New Program

A new program should be proposed when the major, minor, or concentration has never been offered before. Also, a new program should be proposed when changing the name of the major, minor, or concentration. When changing the name of a program, a program inactivation is required for the old program.

Follow the instructions below to propose a new program.

1. Use the green “Propose New Program” button to initiate a new major, concentration, minor, certificate, or micro-credentialed proposal.

### Program Management

You are logged in as Help

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 CIM Status.

Quick Searches provides a list of predefined search categories to use.

\*    History

Program Code	Program Name	Workflow	Status
ELA_BSE3	Secondary Education English Language Arts 6-12 (Bachelor of Science in Education)		
GS_BSE3	Secondary Education General Science 6-12 (Bachelor of Science in Education)		
SOS_BSE3	Secondary Education General Social Studies 6-12 (Bachelor of Science in Education)		

2. A pop-up window will appear with a fillable form. Boxes outlined in red are mandatory to fill. If you try to submit (Start a Workflow) a proposal without filling all mandatory fields, it will prompt you to complete them before being able to submit/start a workflow. Either you can complete from scratch or use the template of similar program using the green “Propose New from Existing Program” button.



### Program Management

New Program Proposal

Program level

Proposal type

Subject

Department/Division

College

Effective Catalog

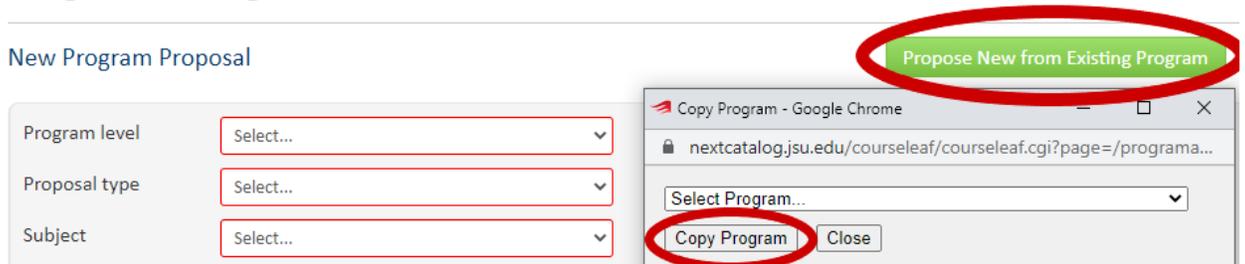
Select NISP

Brief justification of the request

- The green “Propose New from Existing Program” button allows you to pre-populate some of the form fields with information from another similar program. If you use this option, be sure to change the necessary fields to customize the proposal for your new program (e.g., program title, degree, award level, etc.)

When you click the green “Propose New from Existing Program” button, a small window with the title “Copy Program” will pop-up. Select an appropriate program like the one you are proposing using the “Select Program” drop down and click “Copy Program.” Now, some of the fields of your program proposal form will pre-populate.

### Program Management



- For a detailed list of fields on the program form and explanations for each field, please see “[Program Form Fields](#)” section.
- To create the Program Requirements, please see “[Creating/Editing Program Requirements](#)” section.
- To create the Plan of Study, please see “[Creating/Editing the Plan of Study Grid](#)” section.
- At the bottom of the form, you may attach any supporting documents. Also, at the bottom, there are three buttons – Cancel, Save Changes, and Start Workflow.

The image shows the bottom portion of the form. It includes an "Attach File" button circled in red. Below this is a "Certification" section with fields for "Signature of Institution's Authorized Representative:", "Date:", "Title:", and "Institution:". At the bottom, there are three buttons: "Cancel" (labeled with a red 'C'), "Save Changes" (labeled with a red 'B'), and "Start Workflow" (labeled with a red 'A').

- a) **Start Workflow:** This option starts the curriculum review process/the proposal workflow. The first stop is always the department head review, followed by dean, and so on. Once you start the workflow, you cannot make further edits since the proposal moves to the approvers' queue. When the proposal is in workflow, only the current approver can edit the proposal. You will be able to edit it only when the approver rolls it back to you for changes.
- b) **Save Changes:** This option allows you to save your changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point. Because of this reason, please make sure to start workflow once your proposal is finalized.
- c) **Cancel:** This option deletes your work and cancels the proposal.

## Editing an Existing Program

Editing an existing program refers to adjusting the required courses for a program or the total program hours. Editing is not used for changing the name of a major/concentration.

1. Find the program you wish to edit using the search box (please refer [General Information](#) for details).
2. Use the green “Edit Program” button. By clicking on “Preview Workflow” link, you can see how your program change proposal travels. The roles with “FYI All” only get notification whereas the roles without “FYI All” will need to approve your program change proposal.

Inactivate

Export to PDF

Export to Word

Viewing: **CS\_BS\_DS3 : Computer Science - Data Science (Bachelor of Science)**

Last approved: 04/28/22 2:47 pm

Last edit: 04/28/22 2:47 pm

Catalog Pages Using this Program

[Computer Science - Data Science \(Bachelor of Science\)](#)

**Edit Program**

[Preview Workflow](#)

History

1. Dec 3, 2021 by Sabin Banjara (sbanjara)
2. Apr 28, 2022 by Sabin Banjara (sbanjara)

3. A pop-up window will appear with the program details in a fillable form. The boxes outlined in red are mandatory and must be filled before starting the workflow.

**JSU** JACKSONVILLE STATE UNIVERSITY

Program Management

Editing: **CS\_BS\_DS3: Computer Science - Data Science (Bachelor of Science)**

Program level: Undergraduate

Proposal type: Select...

Subject: Computer Science

Department/Division: Mathematical, Computing, and Information Sci

College: College of Science & Math

Effective Catalog: Select...

Brief justification of the request

**A. General Information**

1. Institution: Jacksonville State University

2. Institutional Contact Person:

4. To edit the Program Requirements, please see “[Creating/Editing Program Requirements](#)” section.
5. To edit the Plan of Study, please see “[Creating/Editing the Plan of Study Grid](#)” section.
6. For a detailed list of fields on the Program Form and explanations for each field, please see “[Program Form Fields](#)” section.
7. At the bottom of the form, you may attach supporting documents. Also, at the bottom, there are three buttons – Cancel, Save Changes, and Start Workflow.

Please click the Attach Catalog Entry.

**Attach File**

Uploaded Files:

Files To Be Uploaded:

### Certification

Signature of Institution's Authorized Representative:

Date:

Title:

Institution:

**C** Cancel    **B** Save Changes    **A** Start Workflow

- a) **Start Workflow:** This option starts the curriculum review process/the proposal workflow. The first stop is always the department head review, followed by dean, and so on. Once you start the workflow, you cannot make further edits since the proposal moves to the approvers’ queue. When the proposal is in workflow, only the current approver can edit the proposal. You will be able to edit it only when the approver rolls it back to you for changes.
- b) **Save Changes:** This option allows you to save your changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point. Because of this reason, please make sure to start the workflow once your proposal is finalized.
- c) **Cancel:** This option deletes your work and cancels the proposal.

## Inactivating an Existing Program

Inactivation is used to end a program or to end the previous name of a program.

1. Find the program you wish to deactivate using the search box (please refer [General Information](#) for details).
2. Use the red “Inactivate” button.

Viewing: **COM\_BA\_DJ3 : Communication - Digital Journalism (Bachelor of Arts)**

Last approved: 05/13/22 10:54 am  
Last edit: 05/13/22 10:54 am

Catalog Pages Using this Program  
[Communication - Digital Journalism \(Bachelor of Arts\)](#)

History

1. Mar 7, 2022 by Christopher McCollough (cmccollough)
2. Apr 26, 2022 by Sabin Banjara (sbanjara)

3. A pop-up window will appear with a fillable form.

Inactivating: **COM\_BA\_DJ3: Communication - Digital Journalism (Bachelor of Arts)**

Final Catalog

Rationale for Inactivation

**2** Cancel **1** Save and Start Workflow

4. Choose the final catalog year for this program. The final catalog is a catalog year in which this program will be last active. Beginning next catalog year after the final catalog, this program will be inactive.
5. Explain the rationale for this inactivation request under “Rationale for Inactivation.”
6. Either enter “Save and Start Workflow (1)” to submit this program inactivation proposal, or “Cancel (2)” to cancel the inactivation pop-up window.

## **Program Form Fields**

All the mandatory fields are colored red.

1. **Program level**: Select the academic level (Undergraduate, Graduate, or Doctoral).
2. **Proposal Type**: Select the proposal type for your program.
  - a. For a major with concentration and core, select “Concentration w/ Core.”
  - b. For a major with concentration and without core, select “Concentration w/o Core.”
  - c. For a major without concentration, select “Degree Program.”
  - d. For a minor, select “Minor.”
  - e. For a certificate, select “Certificate.”
  - f. For a micro-credential, select “Certificate.” Please make sure to put your intent on the “Brief Justification of the request” field.
3. **Subject**: Select an appropriate subject for your program.
4. Department/Division: Auto filled when you select the “Subject.”
5. College: Auto filled when you select the “Subject.”
6. **Effective Catalog**: Select the catalog year in which your program will be effective.
7. Associated Degree Program: Only required when “Concentration w/ Core” or “Concentration w/o Core” selected for the “Proposal type.” Select a similar degree program to the one you are proposing.
8. Select NISP:
9. **Brief Justification of the request**: Put your rationale for the program change/proposal. Please put a brief yet descriptive justification that covers all aspects of your program change/proposal.

### **A. General Information**

1. **Institutional Contact Person**: This should indicate the person to be contacted if there are questions about the proposal.
  - a. **Title**: Enter the title of the institutional contact person
  - b. **Telephone**: Enter the telephone number of the institutional contact person
  - c. **Email**: Enter the email of the institutional contact person

2. **Field of Study/Program Title:** Enter the program title.
  - a. For major without a concentration, enter in the format “Major (Degree).” E.g., Biology (Bachelor of Arts)
  - b. For major with a concentration, enter in the format “Major – Concentration (Degree).” E.g., Art – Studio Art (Bachelor of Arts)
  - c. For minor, enter in the format “Minor-Name Minor.” E.g., Data Science Minor
  
3. **Degree:** Select an appropriate degree.
  - a. For major, select an appropriate degree.
  - b. For minor, select “Non Applicable.”
  - c. For certificate, select “Certificate.”
  - d. For micro-credential, select “Non Applicable.”
  
4. **CIP Code:** Select the appropriate CIP code using the “Find” link or the list provided in Appendix. Enter only the digits. Do **not** include the period in the CIP code. **NOTE:** See [appendix](#) below for the current CIP codes for our existing programs.

CIP Code

The image shows a screenshot of a web form. On the left, the text 'CIP Code' is displayed. To its right is a rectangular text input field with a red border. Below the input field is a button with a red border and the text 'Find...' inside it.

5. **Award Level:** Select an appropriate award level.
  - a. For undergraduate major and minor, select “Award < 4 Years”.
  - b. For graduate major, select “Award < 2 Years”.
  - c. For certificate, select either “Award < Post-Bachelor Certificate” or “Award<Post-Master Certificate.”
  
6. **ACHE Degree Nomenclature:** Enter the full program name, degree, and level. This field is required only when the “Proposal type” is “Certificate,” “Concentration w/Core,” and “Degree Program.”

Example: English – Creative Writing (Bachelor of Arts), Undergraduate  
Teaching College Literature (Certificate), Graduate

If you selected “Certificate,” you would need to fill the following mandatory fields under the “Background” section:

- a. **Purpose and Description:** Briefly describe the purpose of the proposed certificate and how it is related to JSU’s mission and goals: Briefly describe how this program relates to JSU’s mission and goals.

- b. **Need/Rationale:** Briefly describe why this certificate is needed at JSU: Briefly describe the need for this certificate.
- c. **Impact:** Briefly describe any impact this will have on other programs, departments, colleges, and/or offices at JSU: Briefly describe the impact of this certificate.
- d. **Resources:** Briefly describe personnel, physical facilities, equipment, library holdings, etc. needed for this program. Explain whether these are new or existing resources: Briefly describe any resources needed.

If you selected “Concentration w/Core” for the “Proposal type,” you would need to fill in the following mandatory fields:

- a. **Name of the Proposed Concentration:** Enter the concentration name.
- b. For which degree is this concentration being proposed? Select the appropriate degree.
- c. **Number of semester hours in the general education curriculum (for undergraduate certificate and baccalaureate programs only):** Enter the total general education credit hours (Areas I – IV).
- d. **Number of semester hours in the program core.** The program core includes all courses in the major taken by students regardless of option, concentration, specialization, or track: Enter the total credit hours required for the major core.
- e. **Number of semester hours in the proposed concentration, specialization, option, track, etc.:** Enter the total credit hours required for the concentration.
- f. **Number of semester hours in other coursework (electives, supporting courses, etc.):** Enter the total hours required for electives, supporting courses, etc. (Area V).
- g. **Total number of hours in the program including the new extension/alteration:** Enter total credit hours required for the program.
- h. **List the courses in the program core with the number of semester hours for each:** Create a “Course List” using the “Insert/Edit Formatted table” icon. For more instructions, please see “[Creating/Editing Program Requirements \(Course List\)](#)” section.

- i. How many of the major courses to be offered by the proposed extension are offered in the existing program? Enter the appropriate number if applicable.
- j. How will the proposed extension impact other public institutions? Enter any impact here.
- k. Will the proposed extension move the program listing to a new two-digit CIP category in the Commission's academic program inventory? Select "Yes" if it moves the program listing to a new two-digit CIP category. Otherwise select "No."

If you selected "Degree Program" for the "Proposal type," you would need to fill the following mandatory fields:

- a. **Date of Proposal Submission:** Enter the date when you submit the proposal.
- b. **Proposed Program Implementation Date:** Enter the date when you are planning to implement this program.

### **C. Need for the Program (Under Employment Outcomes and Program Demand)**

1. Select at least one and up to three Standard Occupational Codes (SOCs) where graduates of the new program would seek employment: Select at least one SOC.
2. Please explain whether further education/training is required for graduates of the proposed program to gain entry-level employment in the occupations you have selected: Answer appropriately.
3. Please describe how you will determine whether graduates are successful in obtaining relevant employment or pursuing further study: Answer appropriately.

### **F. Collaboration With Other Institutions/Agencies**

1. Does the institution plan on collaborating with other institutions in the delivery of this program? Select either "Yes" or "No."

## G. Curriculum (Under Program Body)

1. **Program Requirements:** If your program has program requirements, enter it in this field. It is one of the integration points; therefore, the information placed here is reflected on the program page of catalog under the “REQUIREMENTS” tab. To create or edit the “Program Requirements”, click [here](#).
2. **Plan of Study:** If your program has a plan of study, enter it in this field. It is one of the integration points; therefore, the information placed here is reflected on the program page of catalog under the “PLAN OF STUDY” tab. To create or edit the “Plan of Study”, click [here](#).
3. **Does your department use a checklist?** Select “Yes” or “No”. If you select “Yes”, you must attach the checklist.

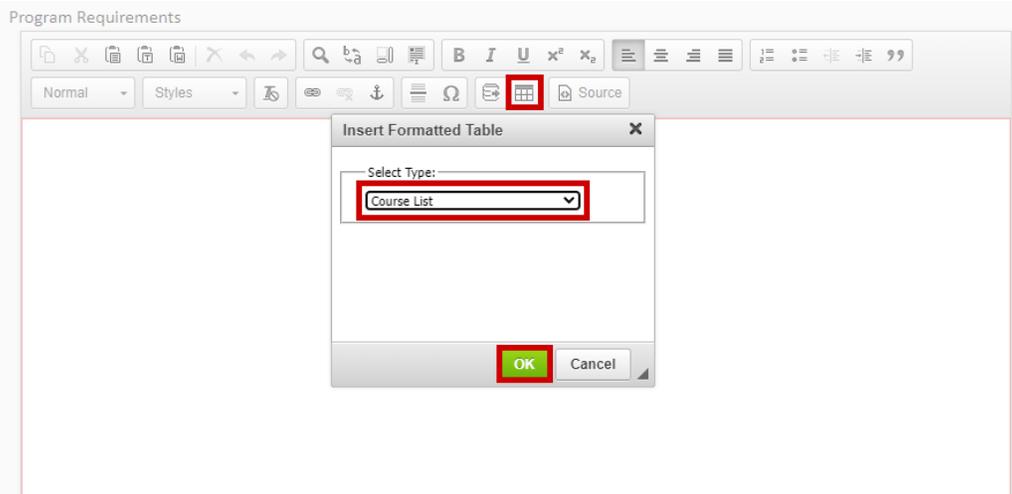
## H. Program Review and Assessment (Only for Graduate Programs)

1. **Please provide a follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to a masters or doctoral program (graduate or professional):** For graduate and doctoral programs, enter any application and admission information in this field. It is one of the integration points; therefore, the information placed here is reflected on the program page of catalog under the “OVERVIEW” tab.

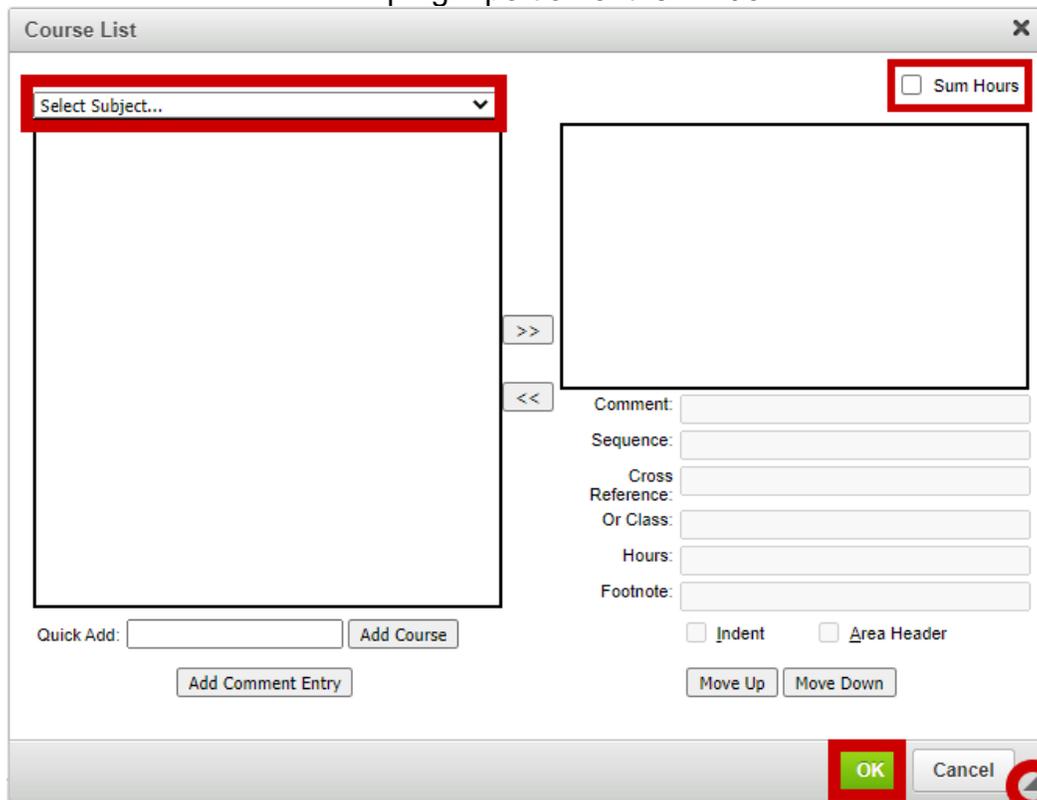
## Creating/Editing the Program Requirements (Course List)

If you are creating a new “Course List,” please follow these steps:

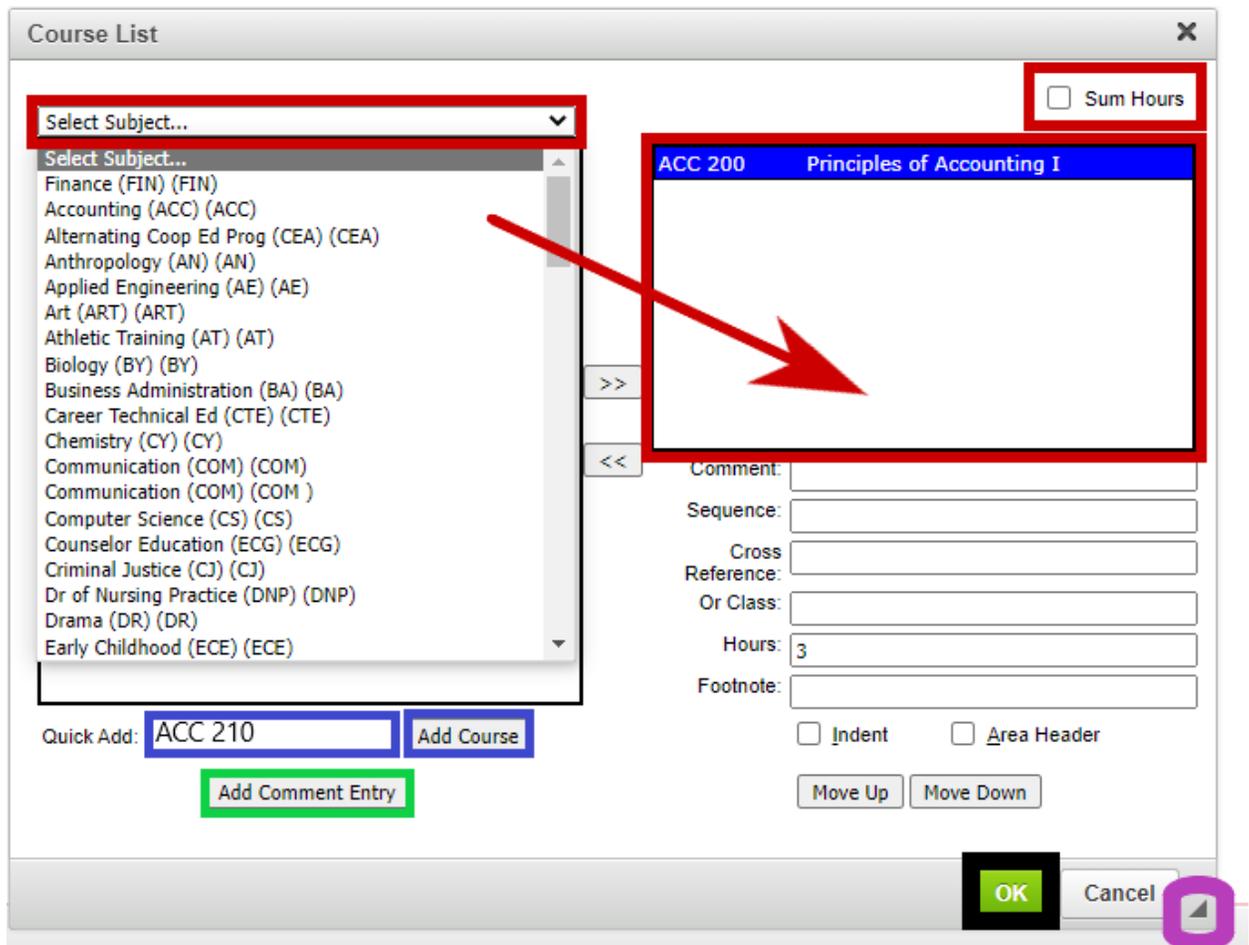
1. Select “Insert Formatted Table” from the toolbar as shown below.



2. By default, “Course List” is selected for “Select Type.” Enter green “OK” button.
3. The “Course List” window as shown below will pop-up. Make sure to check the “Sum Hours” field on the top right portion of the window.

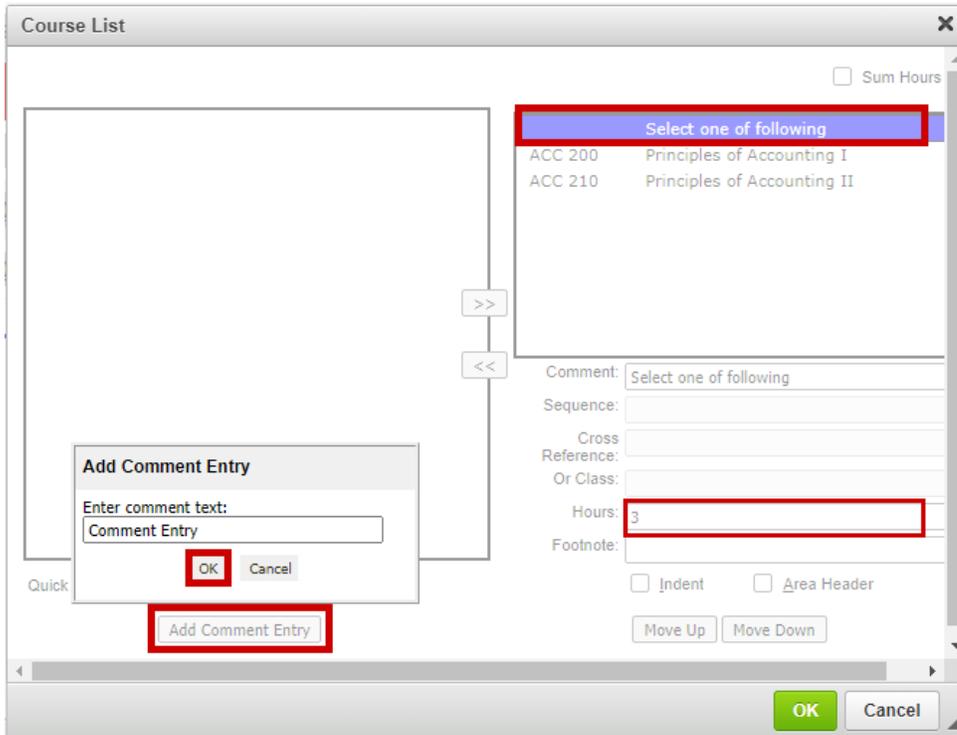


4. Add a course to the course list. The added courses appear inside the area outlined by red and where the arrow is pointing. You can add a course in three ways as outlined below. Please refer to the screenshot below for a visualization.
  - a. Select the subject from the “Select Subject” dropdown and double tap the course to add it to the course list.
  - b. Select the course and click “>>” icon.
  - c. Enter the course and course number (e.g., ACC 210) in “Quick Add:” field and either hit “Enter” or click “Add Course”.

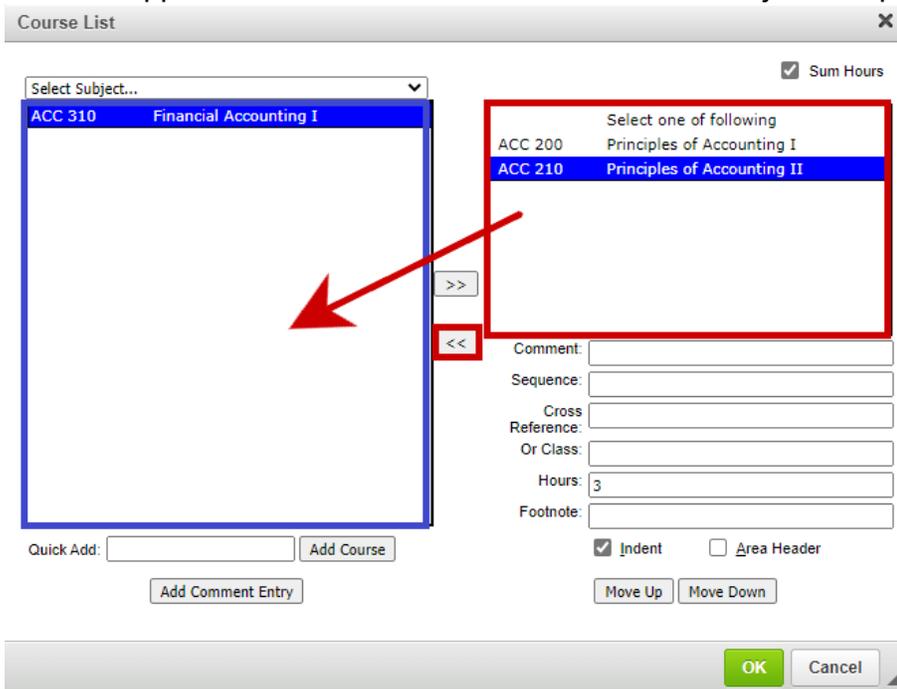


If you wish to expand this window, use the icon surrounded by purple color at the bottom right of this window.

5. Sometimes you need to add Comment Entry for some courses or descriptions that are not in the system (e.g., English Language Sequence or History Sequence or Electives or Select three courses). You can add a comment entry using “Add Comment Entry” button as outlined in red in the picture below. For the comment entry, you must enter credit hours for the “Hours” field. In the screenshot below “Select one of the following” is a comment entry with a value of 3 for the “Hours” field.



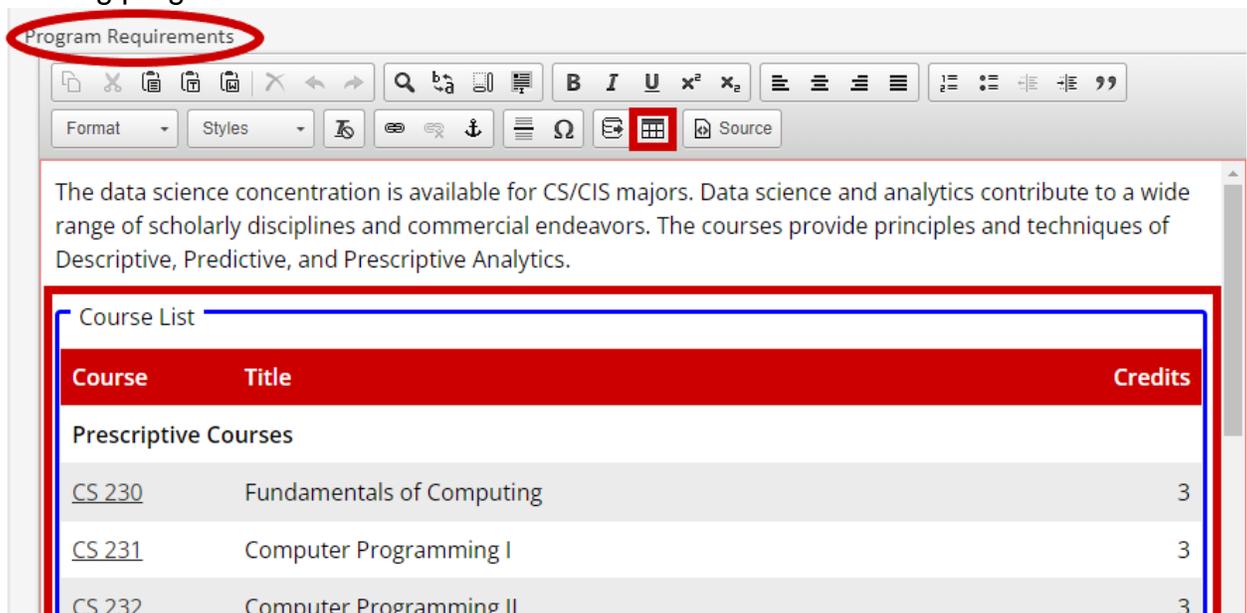
- Often you might need to remove a course from the “Course List.” You can remove the course using “<<” arrow as outlined in red color below. The courses that are currently in the “Course List” are on top right box right under “Sum Hours” field. To remove the course, select a course and hit “<<” arrow. Removed courses appear on the left side box under “Select Subject” dropdown.



7. To reorder your courses, use “Move Up” and “Move Down” buttons.
8. To add a footnote to a course, enter the footnote number in the “Footnote” field. For more details about creating or editing the footnotes, please see [“Creating/Editing the Footnotes”](#) section.
9. To indent courses or comment entry, check “Indent” field.
10. Once you are done creating the “Course List,” enter green “OK” button to save.

To edit the “Plan of Study Grid,” please follow these steps:

1. In the Program Management form, the Program Requirements section for the existing programs looks like the screenshot below.

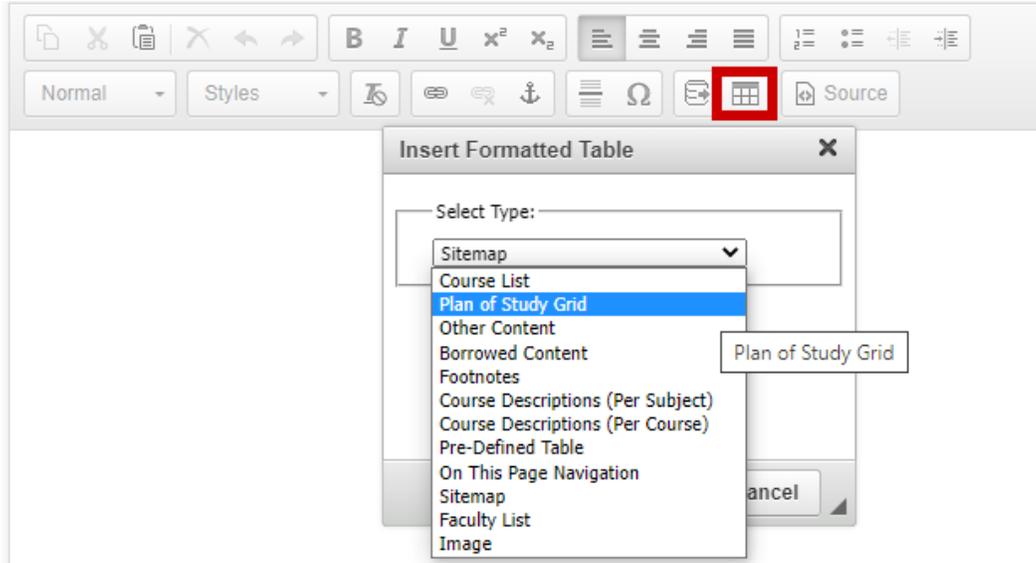


2. To edit the “Course List,” you must be inside the “Course List” window. There are two ways to get inside the “Course List” window.
  - a. Double click the “Course List” section surrounded by a blue line.
  - b. Click the “Course List” section surrounded by a blue line and then click the table icon (Insert/Edit Formatted Table).
3. Once you are inside the “Course List” window:
  - a. To add course, follow these instructions by clicking [here](#).
  - b. To add a comment entry, follow these instructions by clicking [here](#).
  - c. To remove course, follow these instructions by clicking [here](#).
4. Once you are done editing the “Course List,” enter green “OK” button to save.

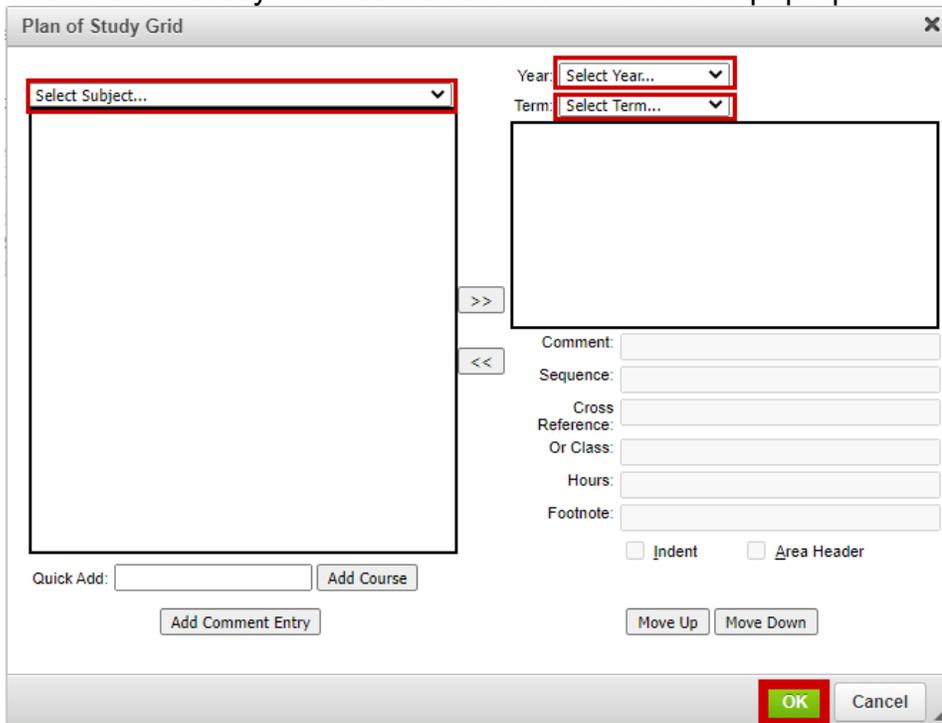
## Creating/Editing the Plan of Study Grid

If you are creating a new “Plan of Study Grid,” please follow these steps:

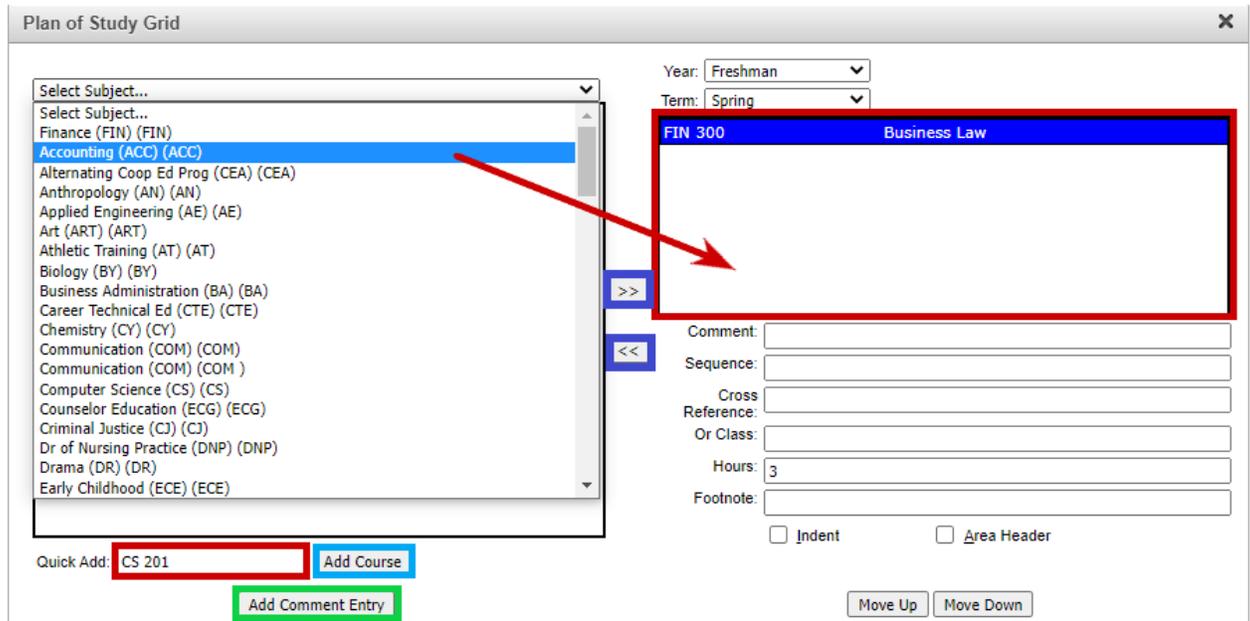
1. Select “Insert Formatted Table” from the toolbar as shown below.



2. On “Select Type,” select “Plan of Study Grid” and enter green “OK” button.
3. The “Plan of Study Grid” screen as shown below will pop-up.



4. Using “Select Year” dropdown arrow, select the year (Freshman, Sophomore, Junior, and Senior). Using “Select Term,” select the term (Fall, Spring, Summer).
5. After selecting the Year and Term, select Subject that you want to enter in a “Plan of Study Grid” using “Select Subject” dropdown as shown below.



6. You can add a course in three ways as outlined below. Please refer to the screenshot above for a visualization.
  - a. Select the subject from the “Select Subject” dropdown and double tap the course and it will be added in an area inside the red outline and where the arrow is pointed.
  - b. Select the course and click “>>” icon as outlined in blue color.
  - c. Enter the course and course number (e.g., CS 201) in “Quick Add:” field and either hit “Enter” or click “Add Course”

**Note:** For undergraduate programs, courses should be entered into each term of the plan of study in the following order:

- a. English Composition Sequence (Area I)
- b. Fine Arts (Area II)
- c. Literature (Area II)
- d. Humanities (Area II)
- e. Natural Science (Area III)
- f. Mathematics (Area III)
- g. History (Area IV)
- h. Social & Behavioral Sciences (Area IV)

- i. Area V
- j. Major (including concentration)
- k. Minor/General Electives

Please see examples below for your reference.

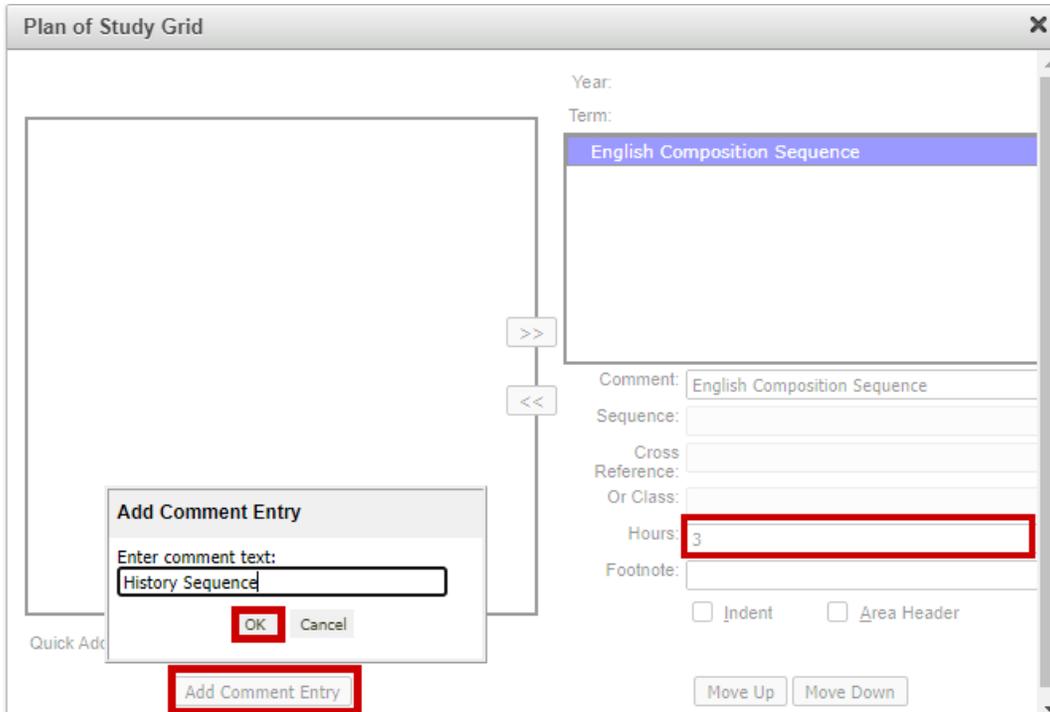
Example of a first-year term in a plan of study where multiple general studies courses are included (Area I-IV).

Freshman		
FALL		HOURS
	EH Composition sequence	3
	Natural Science	4
<u>MS 110</u>	Finite Mathematics (or higher)	3
	History Sequence	3
	Social/Behavioral Science	3
<u>SSC 101</u>	First Year Experience	0
	Hours	16

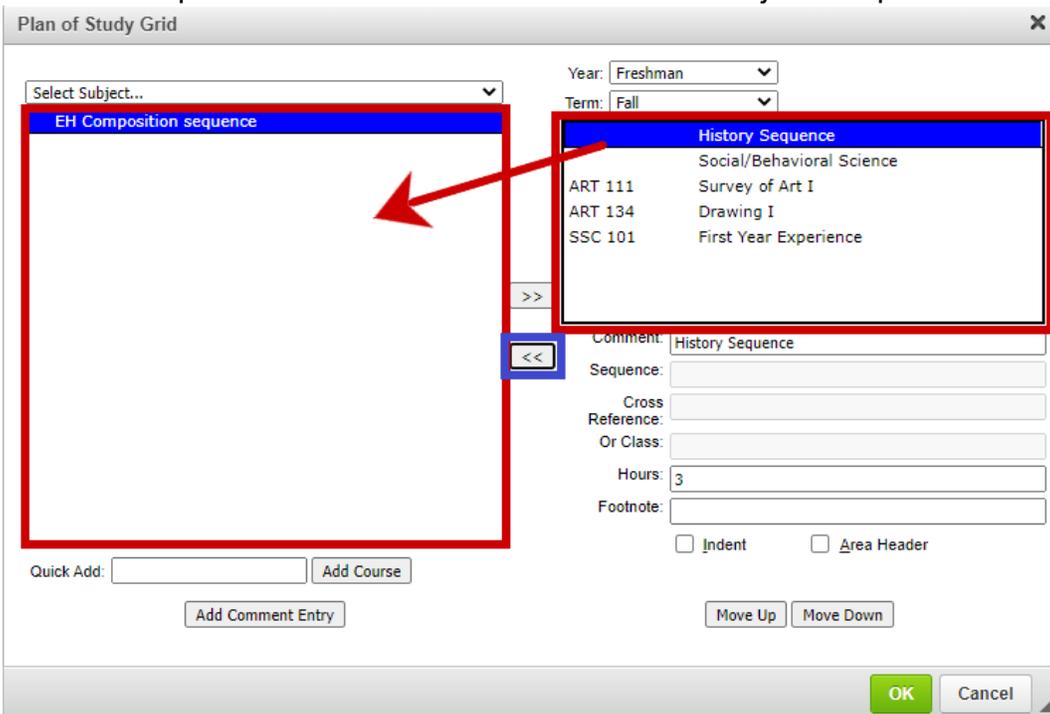
Example of a junior term in a plan of study where major, minor, and elective courses are included.

Junior		
FALL		HOURS
	Foreign Language sequence <sup>1</sup>	3
	Literary History Course	3
	Creative Writing Course	3
	Minor/Electives	6
	Hours	15

7. Sometimes you need to add Comment Entry for courses that are not in the system (e.g., English Language Sequence or History Sequence or Electives). You can add a comment entry using “Add Comment Entry” button as outlined in red in the picture below. For the comment entry, you must enter credit hours in “Hours” field.



- Often you might need to remove a course from the “Plan of Study.” You can remove the course using “<<” arrow as outlined in blue color below. The courses that are currently in the “Plan of Study” are on top right box right under “Term” field. To remove the course, select a course and hit “<<” arrow. Removed courses are put on the left side box under “Select Subject” dropdown.



9. To add a footnote to a course, enter the footnote number in the “Footnote” field. For more details about creating or editing the footnotes, please see [“Creating/Editing the Footnotes”](#) section.
10. To reorder your courses, use the “Move Up” and “Move Down” buttons.
11. Once you are done creating the “Plan of Study,” enter “OK” button to save.

To edit the “Plan of Study Grid,” please follow these steps:

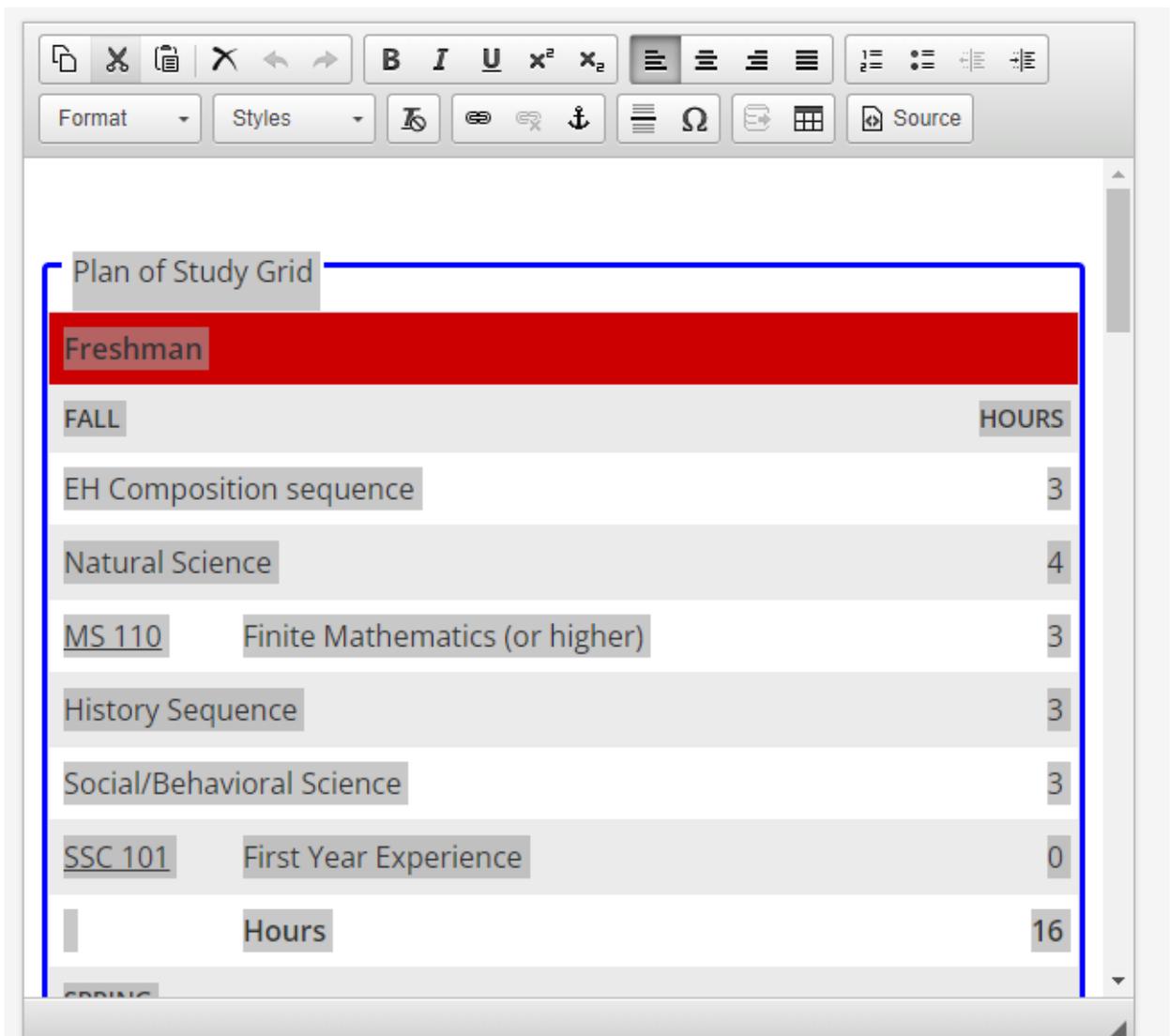
1. In the Program Management form, the Plan of Study section for the current programs looks like the screenshot below.

The screenshot shows a web interface for managing a plan of study. At the top, there is a navigation bar with a tab labeled "Plan of Study" circled in red. Below the navigation bar is a rich text editor toolbar with various icons, including a table icon highlighted with a red box. The main content area displays a "Plan of Study Grid" table with a blue border. The table is organized by semester (Freshman, FALL) and lists courses with their respective credit hours. A total hours row is shown at the bottom of the grid.

Freshman		HOURS
FALL		
EH Composition sequence		3
Natural Science		4
<u>MS 110</u>	Finite Mathematics (or higher)	3
History Sequence		3
Social/Behavioral Science		3
<u>SSC 101</u>	First Year Experience	0
Hours		16

2. To edit the “Plan of Study,” you must be inside the “Plan of Study Grid.” There are two ways to get inside the “Plan of Study Grid.”
  - a. Double click the “Plan of Study Grid” surrounded by a blue line.
  - b. Click the “Plan of Study Grid” surrounded by a blue line and then click the table icon (Insert/Edit Formatted Table).

3. Once you are inside the “Plan of Study Grid”:
  - a. To add course, follow these instructions by clicking [here](#).
  - b. To add a comment entry, follow these instructions by clicking [here](#).
  - c. To remove course, follow these instructions by clicking [here](#).
  
4. Sometimes when you are editing the “Plan of Study,” the whole plan of study gets selected and looks unpleasant. To get rid of it, move your mouse cursor outside of the “Plan of Study Grid” (top, left, or right-side space) and right click it. Please refer to the screenshot below for your reference.

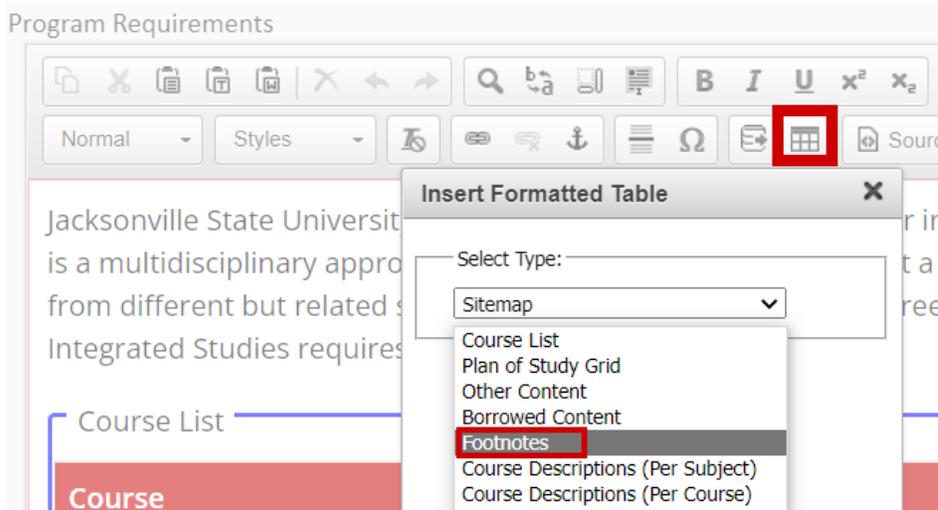


5. Once you are done editing the “Plan of Study,” click green “OK” button to save.

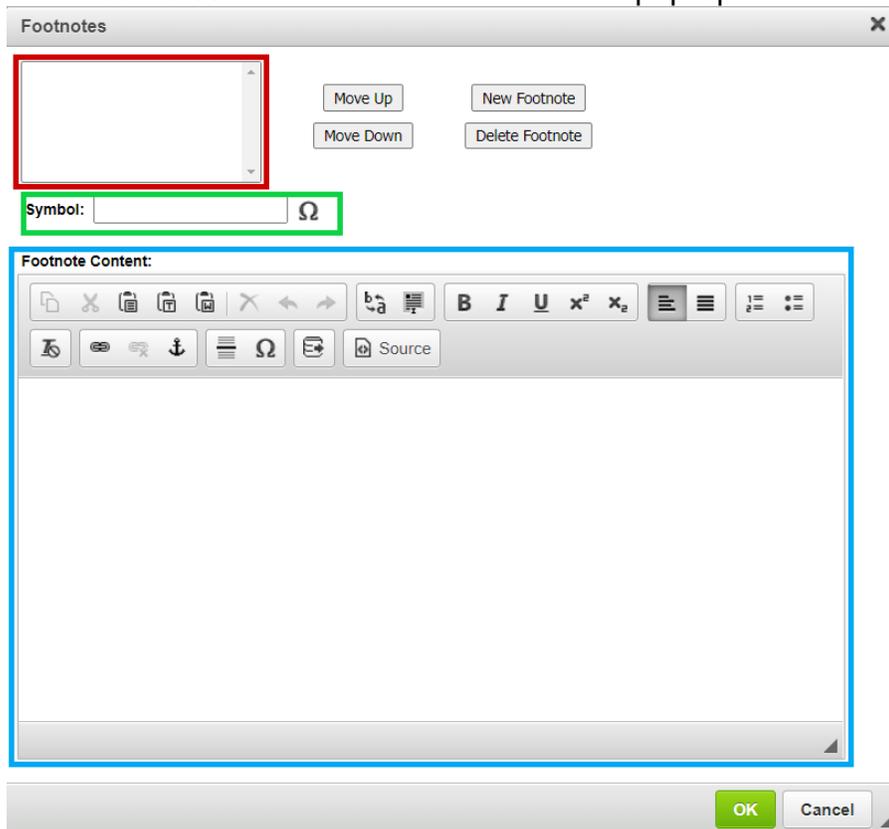
## Creating/Editing the Footnotes

If you are creating the footnote(s), please follow these steps:

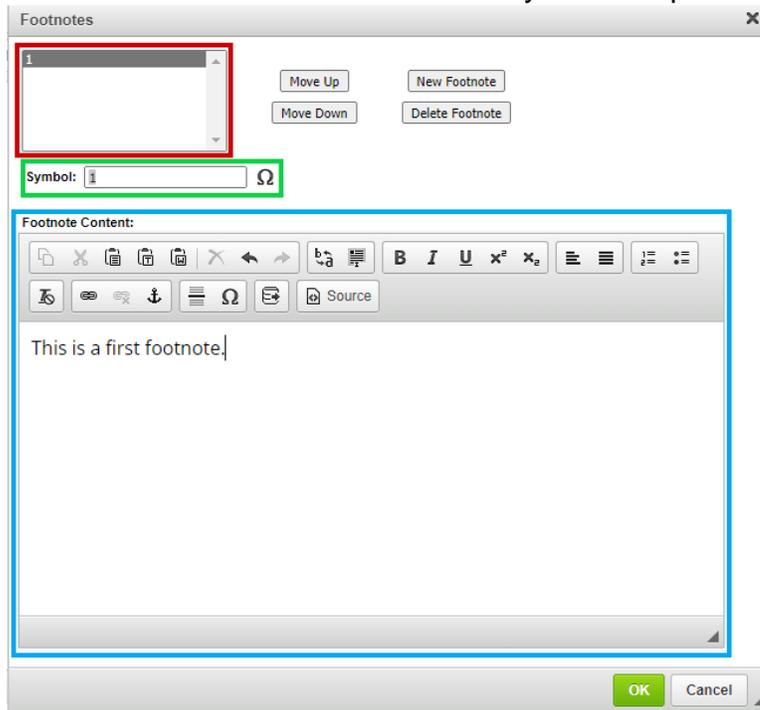
1. Select “Insert Formatted Table” from the toolbar as shown below.



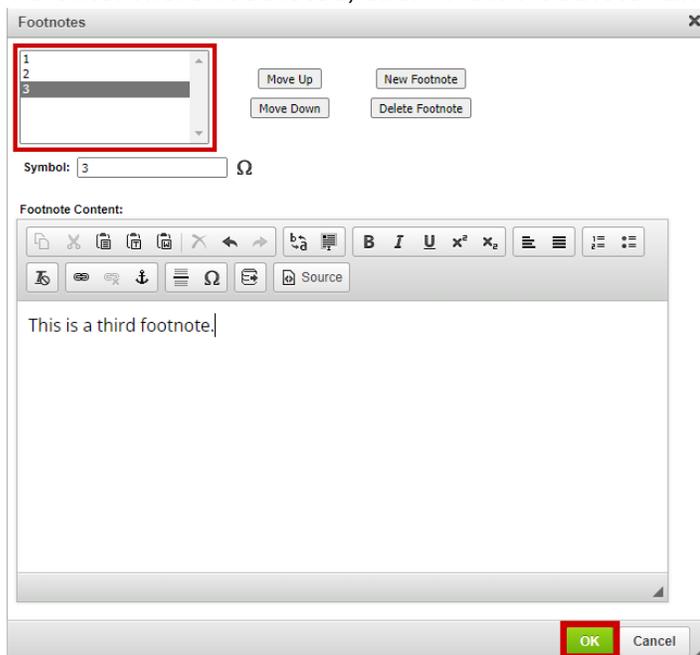
2. For the “Select Type”, select “Footnotes” and enter the green “OK” button.
3. The “Footnotes” screen as shown below will pop-up.



- To add a footnote entry, enter the footnote number (e.g., 1) on the “Symbol” field as outlined by a green box. To add the footnote content, enter the content in a “Footnote Content” box as outlined by a blue square.



- To enter more footnotes, click “New Footnote” and repeat the step 4.



- To delete a footnote, select the footnote number to delete from the top left box outlined in red, and click “Delete Footnote” button.

7. Once you are done creating the footnotes, click green “OK” button to save your changes.

To edit the footnote(s), please follow these steps:

1. The “Footnotes” section looks like the screenshot below.

Jacksonville State University offers a Bachelor of Arts with a major in Integrated Studies. This degree program is a multidisciplinary approach which allows the students to chart a program of study that combines courses from different but related subjects that are applicable to their career goals. A Bachelor of Arts with a major in Integrated Studies requires a total of 120 semester hours:

Course	Title	Credits
General Education Courses <sup>1</sup>		60
Major AHSS 300 and 400 level with a grade of C or higher <sup>2</sup>		21
Any 300 or 400 level course with a grade of C or higher		15
General Electives		24
<b>Total Hours</b>		<b>120</b>

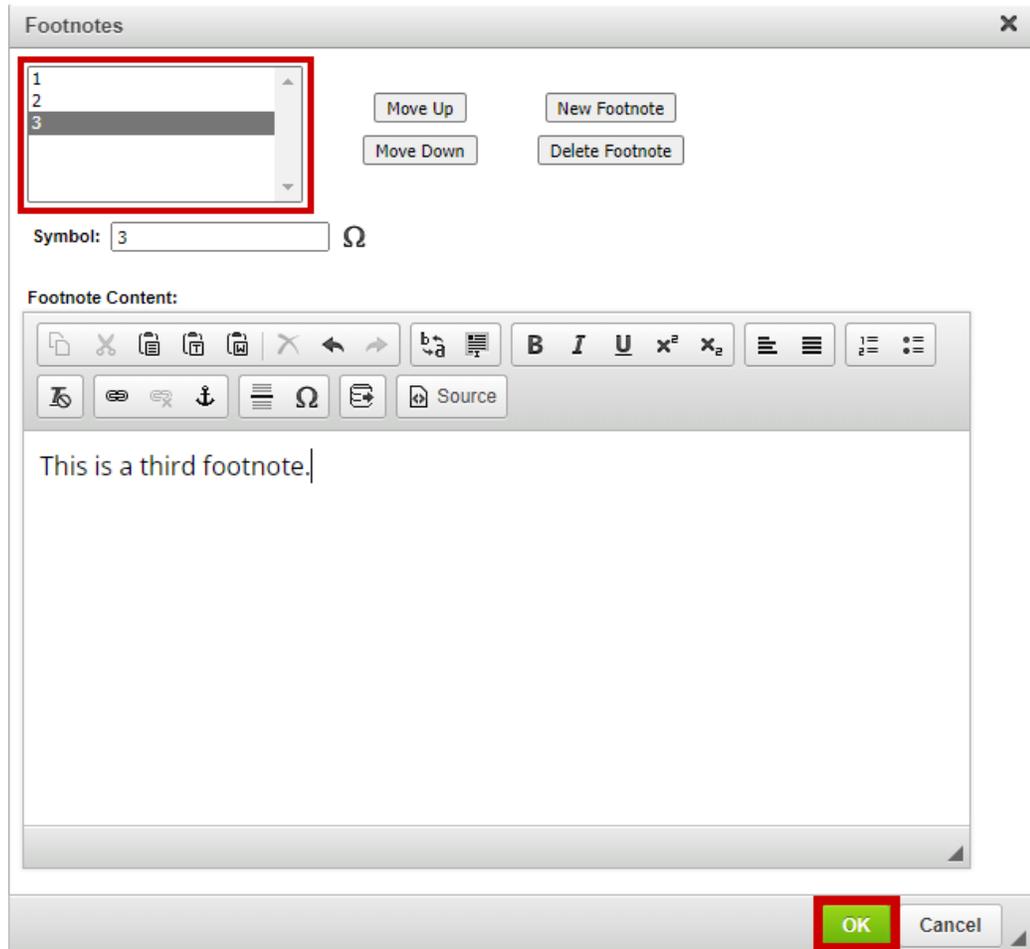
Footnotes

<sup>1</sup> Classes used for General Education requirements cannot be used in the major area.

<sup>2</sup> Arts, Humanities, Social Sciences, and Science courses are within the following subjects: Anthropology, Art, Biology, Chemistry, Computer Science, Criminal Justice, Emergency Management, English, Film, Foreign Languages, French, Gender Studies, Geography, Geology, History, Integrated Studies, Mathematics, Music, Physics, Political Science, Psychology, Public Safety Telecommunications, Social Work, Sociology, Spanish, or Theatre.

2. To edit the “Footnotes,” you must be inside the “Footnotes” window. There are two ways to get inside the “Footnotes” window.
  - a. Double click the “Footnotes” section surrounded by a blue line.
  - b. Click the “Footnotes” section surrounded by a blue line and then click the table icon (Insert/Edit Formatted Table).
3. Once you are inside the “Footnotes” window:
  - a. To add a footnote, click “New Footnote” button. Enter the footnote number (e.g., 1) on the “Symbol” field and add the footnote content on the “Footnote Content” box.

- b. To edit an existing footnote, select the footnote number from the “Footnotes” box outlined by red color. Once the footnote number is selected, edit the footnote content in the “Footnote Content” box.
- c. To remove the footnote, select the footnote number from the “Footnotes” box outlined by red color, and click “Delete Footnote” button.



- 4. Once you are done editing the footnote(s), enter green “OK” button to save.

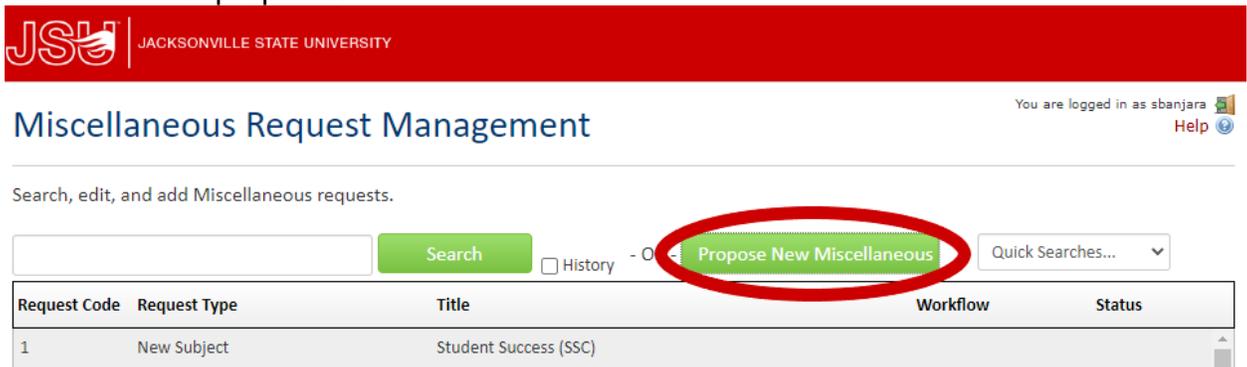
# CIM Miscellaneous Form

(<https://nextcatalog.isu.edu/miscadmin/>)

## Proposing a New Miscellaneous Item

This form is used for things that do not fall under the category of either Courses or Programs such as subject code addition, new degree addition, etc.

1. Use the green “Propose New Miscellaneous” button to initiate a new miscellaneous proposal.



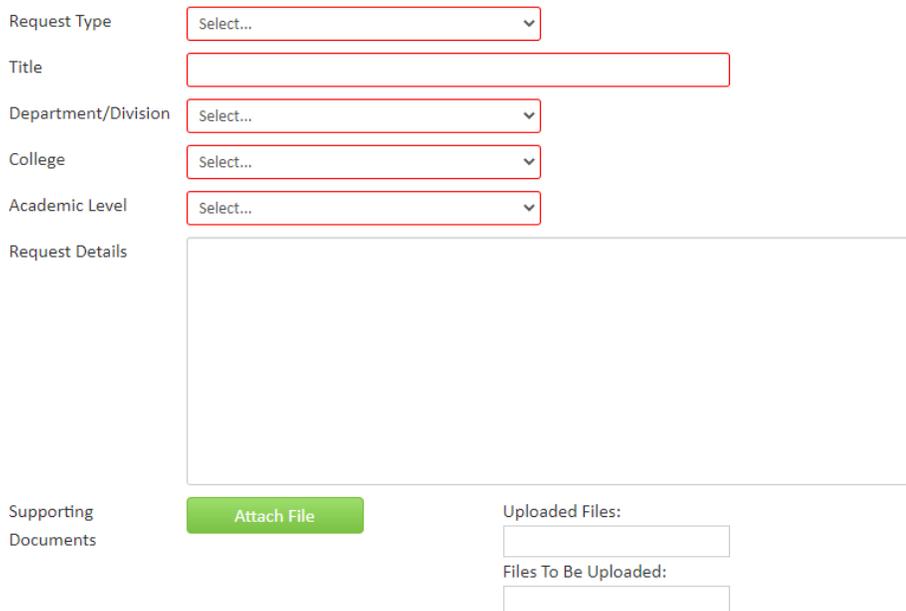
The screenshot shows the top navigation bar with the JSU logo and the text 'JACKSONVILLE STATE UNIVERSITY'. Below this is the page title 'Miscellaneous Request Management' and a user login indicator 'You are logged in as sbanjara' with a 'Help' link. A search bar is present with a 'Search' button, a 'History' checkbox, and a 'Propose New Miscellaneous' button circled in red. Below the search bar is a table with the following data:

Request Code	Request Type	Title	Workflow	Status
1	New Subject	Student Success (SSC)		

2. A pop-up window will appear with a fillable form. Boxes outlined in red are mandatory to fill.

## Miscellaneous Request Management

### Miscellaneous Request



The form contains the following fields:

- Request Type: Select... (dropdown menu, red box)
- Title: [Text input field, red box]
- Department/Division: Select... (dropdown menu, red box)
- College: Select... (dropdown menu, red box)
- Academic Level: Select... (dropdown menu, red box)
- Request Details: [Large text area]
- Supporting Documents: Attach File (button)
- Uploaded Files: [Text input field]
- Files To Be Uploaded: [Text input field]

3. You may attach any supporting documents using the green “Attach File” button.
4. At the bottom of the form are three buttons – Cancel, Save Changes, and Start Workflow.



- a) **Start Workflow:** This option starts the workflow for miscellaneous form.
- b) **Save Changes:** This option allows you to save your changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point. Because of this reason, please make sure to start the workflow once your proposal is finalized.
- c) **Cancel:** This option deletes your work and cancels the proposal.

# Appendix

## CIP Codes for our Current Programs

MAJOR	CIP CODE
Applied Behavior Analysis (ABA)	422814
Accounting (ACC)	520301
Applied Electronic Engineering (AEE)	150303
Applied Manufacturing Engineering (AME)	159999
Art (ART)	500701
Athletic Training (AT)	510913
Business Administration (BUS)	520101
Business Economics (BEC)	450601
Business Marketing Education (BME)	521401
Business Marketing Education – MSE (BMK)	131205
Biology (BY)	260101
Undecided-Management (CBA)	520201
Counselor Education (CE)	131101
Computer Information Systems (CIS)	110401
Criminal Justice (CJ)	430104
Nursing Education/Educator (CNE)	513811
Nursing_ Undecided (CNU)	513801
Communication (COM)	090100
Computer Science (CS)	110101
Chemistry (CY)	400501
Drone Pilot/Spat Data Analysis (DPA)	450702
Economics (EC)	450601
Early Childhood Education (ECE)	131210
Early Childhood Elementary Education (ECP)	131202
Education (ED)	130101
Pre-Engineering (EGR)	140102
English (EH)	230101
English Language Arts (ELA)	131305
Emergency Management (EM)	430302
Emer Preparedness Nursing Coordinator (EPN)	513811
Exercise Science/Wellness (ESW)	510001
Family and Consumer Sciences (FCS)	190101
French (FH)	160901
Forensic Investigation (FI)	430402
Finance (FIN)	520801
Foreign Language (FL)	160101
Film (FLM)	500602

Geographic Info Science & Tech (GIST)	450702
General Science (GS)	131316
Geography (GY)	450701
Health & Physical Education (HPE)	131314
History (HY)	540101
Instructional Leadership (ILS)	130401
Industrial Leadership (INL)	159999
Integrated Studies (INS)	240101
Instructional Technology (INT)	130501
Library Media (LM)	130501
Manufacturing Systems Technology (MFG)	159999
Management (MGT)	520201
Marketing (MKT)	521401
Mathematics (MS)	270101
Nursing (NU)	513801
Nursing – MSN (NUD)	513801
Nursing (NUR)	513818
Occupation Safety & Health Management (OSM)	150701
Public Administration (PA)	440401
Physical Education (PE)	131314
Political Science (PSC)	451001
Psychology (PSY)	420101
Reading Specialist (RDG)	131315
Respiratory Therapy (RT)	510908
Respiratory Therapy_ Undecided (RTU)	510908
Spanish (SH)	131205
Sport Management (SM)	310504
Sport Mgt and Rec Studies (SMR)	310101
Social Studies (SOS)	131205
Systems & Software (SSD)	110101
Sustainable Trail Science (STS)	030299
Social Work (SW)	440701
Social Work – MSW (SWM)	440701
Sociology (SY)	451101
Teaching College Literature (TCL)	230101
Teaching College Writing (TCW)	230101
Theatre (THR)	500501
Teaching College US History (TUH)	540101
Teaching College World History (TWH)	540101
Visual Communication and Design (VCG)	500401

<b>MINOR</b>	<b>CIP CODE</b>
Advanced Forensic Investigation (ADF)	430402
Anthropology (AN)	450201
Applied Information Processing (AIP)	110101
Applied Manufacturing Engineering (AME)	159999
Art History (ARH)	500701
Asian Studies (ASN)	540101
Business Administration (BA)	520101
Biology (BY)	260101
Computer Information Systems (CIS)	110401
Criminal Justice (CJ)	430104
Criminology (CRI)	450401
Creative Writing (CRW)	230101
Computer Science (CS)	110101
Chemistry (CY)	400501
Design and Automation (DA)	159999
Data Science (DS)	307001
English (EH)	230101
Emergency Management (EM)	430302
Entrepreneurship (ENT)	520701
eSports (ES)	310504
Forensic Biochemistry (FBC)	400501
Family and Consumer Sciences (FCS)	190101
Film Entertainment Technology (FET)	500501
French (FH)	160901
Forensic Investigation (FI)	430402
Finance (FIN)	520801
Gerontology (GER)	301101
Game Studies (GMS)	230101
Gender Studies (GNS)	050299
Geography (GY)	450701
Hospitality and Culinary Management (HCM)	190501
Human Sciences (HUS)	260101
Jazz Studies (JAZ)	500901
Latin American Studies (LAS)	160101
Literature (LIT)	230101
Management (MGT)	520201
Marketing (MKT)	521401
Manufacturing Management (MM)	159999
Mathematics (MS)	270101
Music Technology for Gen Music Majors (MTG)	500901
Music Technology for Non-Music Majors (MTN)	500901
Occupation Safety & Health Management (OSM)	150701

Professional Writing (PRW)	230101
Political Science (PSC)	451001
Psychology (PSY)	420101
Spanish (SH)	131205
Sport Management (SM)	310504
Sociology (SY)	451101

### **When Should I Propose a New Program?**

A new program should be proposed when the major/minor/concentration/etc. has never been offered before. Also, a new program should be proposed when changing the name of the major/minor/concentration/etc. When changing the program name, a program inactivation is required for the old program.

### **When Should I Edit an Existing Program?**

Editing an existing program refers to adjusting the required courses for a program or the total program hours. Editing is not to be used for changing the name of a major/minor/concentration.

### **When Should I Inactivate an Existing Program?**

Inactivation is used to end a program or to end the previous name of a program.

### **Guidelines to Propose a 500 Level Faster Master's Course**

When proposing a new or existing 500 level course as Faster Master's, you must choose the Academic Level as "Graduate and Undergraduate" so that the course proposal goes through the appropriate approvals.

Also, at the end of your course description, add the verbiage: This course may only be taken at the undergraduate level upon approval for participation in the Faster Master's program.

### **Format to Enter Courses on the Undergraduate Plan of Study**

For undergraduate programs, courses should be entered into each term of the plan of study in the following order:

- a. English Composition Sequence (Area I)
- b. Fine Arts (Area II)
- c. Literature (Area II)
- d. Humanities (Area II)
- e. Natural Science (Area III)
- f. Mathematics (Area III)
- g. History (Area IV)
- h. Social & Behavioral Sciences (Area IV)
- i. Area V
- j. Major (including concentration)
- k. Minor/General Electives

Please see examples below for your reference.

Example of a first-year term in a plan of study where multiple general studies courses are included (Areas I-IV).

Freshman		
	FALL	HOURS
	EH Composition sequence	3
	Natural Science	4
	<u>MS 110</u> Finite Mathematics (or higher)	3
	History Sequence	3
	Social/Behavioral Science	3
	<u>SSC 101</u> First Year Experience	0
	<b>Hours</b>	<b>16</b>

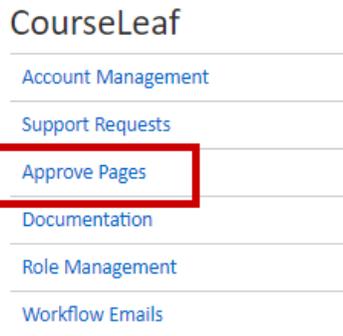
Example of a junior term in a plan of study where major, minor, and elective courses are included.

Junior		
	FALL	
	Foreign Language sequence <sup>1</sup>	3
	Literary History Course	3
	Creative Writing Course	3
	Minor/Electives	6
	<b>Hours</b>	<b>15</b>

## Approving the Curriculum Proposals

Please follow the steps below to approve proposals at your approval steps:

1. Go to the **Courseleaf Console** at <https://nextcatalog.jsu.edu/courseleaf/>.
2. Click on “**Approve Pages**” link under the CourseLeaf heading.



3. Select your role from the “**Your Role**” dropdown.

The image shows the 'Pages Pending Approval' interface in CourseLeaf. The 'Your Role' dropdown menu is highlighted with a red box and is set to 'Administrator'. Below the dropdown is a table listing pages pending approval.

PAGE	USER
/css: /css/	cladmin-tmessery
/fonts/font-awesome: /fonts/font-awesome/	cladmin-tmessery
/js/lfsimages: /js/lfsimages/	cladmin-estreeby
/programadmin/workflow.html	Sabin Banjara
/undergraduate/addenda: Addenda	Sabin Banjara
/undergraduate/admission: Admission to the University	Sabin Banjara
/graduate: Graduate Catalog	Sabin Banjara
/undergraduate/social-behavioral-sciences/sociology-political-science/political-science-minor: Political Science Minor	Tori Gaddy
/undergraduate: Undergraduate Catalog	Sabin Banjara

4. The curriculum proposals awaiting your approval are listed under “**Pages Pending Approval.**”

The image shows the 'Pages Pending Approval' interface in CourseLeaf. The 'Your Role' dropdown menu is set to 'AN Curriculum Comr'. Below the dropdown is a table listing curriculum proposals pending approval.

PAGE	USER
/programadmin/251: 251: Latin American Studies Minor	Lance Ingwersen
/programadmin/258: 258: Asian Studies Minor	Lance Ingwersen
/programadmin/90: 90: Geography Minor	Kathryn Catlin
/courseadmin/267: ART 643: Design Studio Exhibition Research	Jamie Runnells
/courseadmin/268: ART 644: Design Studio Exhibition Research II	Jamie Runnells
/programadmin/15: FL_BA_SH4: Foreign Languages - Spanish (Bachelor of Arts)	Lance Ingwersen
/courseadmin/1620: GIS 408: Drone Piloting and Mapping	Mark Sciuchetti
/courseadmin/1623: GIS 451: Applied Geographical Information Systems	Mark Sciuchetti
/courseadmin/1624: GIS 456: Spatial Data, Layout, and Design	Mark Sciuchetti
/courseadmin/1626: GIS 459: Spatial Data Collection and Management	Mark Sciuchetti

- Select the curriculum proposal to review. Either approve, rollback, or edit the proposal using the appropriate button.

Pages Pending Approval

PAGE	USER
/programadmin/261: 261: Latin American Studies Minor	Lance Ingwersen
<b>/programadmin/258: 258: Asian Studies Minor</b>	<b>Lance Ingwersen</b>
/programadmin/90: Geography Minor	Kathryn Catlin
/courseadmin/267: ART 643: Design Studio Exhibition Research	Jamie Runnells
/courseadmin/268: ART 644: Design Studio Exhibition Research II	Jamie Runnells
/programadmin/15: FL_BA_SH4: Foreign Languages - Spanish (Bachelor of Arts)	Lance Ingwersen
/courseadmin/1620: GIS 408: Drone Piloting and Mapping	Mark Sciuchetti
/courseadmin/1623: GIS 451: Applied Geographical Information Systems	Mark Sciuchetti
/courseadmin/1624: GIS 456: Spatial Data, Layout, and Design	Mark Sciuchetti
/courseadmin/1625: GIS 459: Spatial Data Collection and Management	Mark Sciuchetti

Page Info | Workflow Status | Attached Files | Revision History

Title: 258: Asian Studies Minor  
 Last Update: Sep 22, 2023 4:41pm  
 Template: cim  
 Page Authors: any  
 Workflow:  
 College: AN  
 Department: History

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PAGE REVIEW | Hide Changes | View Changes By: All Changes | Edit | Rollback | **Approve**

## Program Change Request

Export to PDF

Export to Word

**Shred Proposal**

Date Submitted: 09/22/23 4:41 pm

Viewing: **258 : Asian Studies Minor**

Last approved: 07/24/23 2:53 pm

Last edit: 09/22/23 4:41 pm

Changes proposed by: Lance Ingwersen (lingwersen)

Catalog Pages Using this Program

[Asian Studies Minor](#)

Programs

Program level	Undergraduate
Proposal type	Minor
Subject	History
Department/Division	History and Foreign Languages
College	College of Arts, Humanities, and Sciences
Effective Catalog	2024-2025
Program Code	
Reviewer	

**In Workflow**

1. **HY Head**
2. **AN Curriculum Committee Chair**
3. AN Dean
4. University Curriculum Chair: UG
5. Undergraduate Curriculum Committee Vote
6. Vice Provost
7. Registrar

**Approval Path**

1. 09/25/23 9:15 am Paul Beezley (pbeezley): Approved for HY Head

**History**

1. Feb 22, 2022 by Paul Beezley (pbeezley)

## CIM Reports in Courseleaf

There are two types of reports that a Courseleaf administrator can run: **Course Admin Report** and **Program Admin Report**. The Course Admin Report is for course changes/proposals whereas the Program Admin Report is for program changes/proposals.

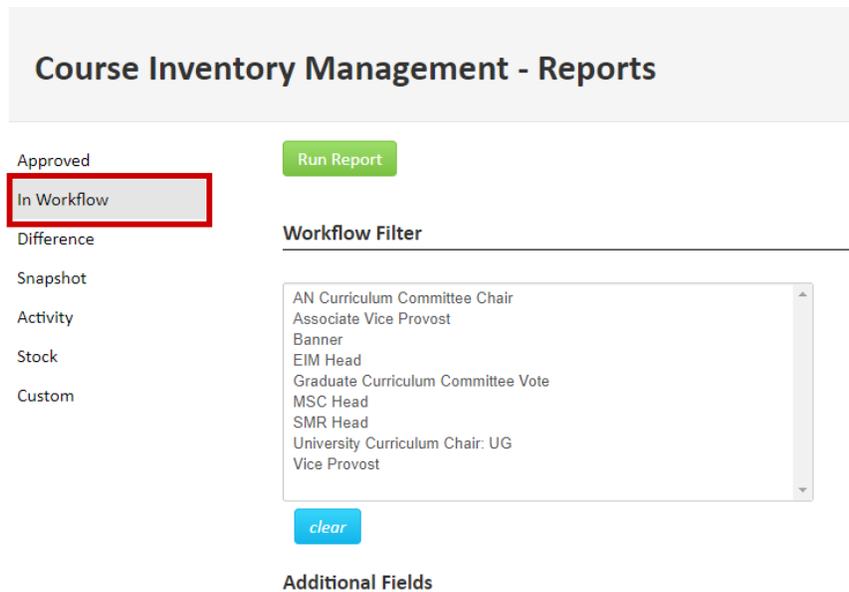
1. **Course Admin Report:** Using this report, we can get the list of approved course changes/proposals, course changes/proposals currently at the workflow, stalled course changes/proposals, etc.

Follow the instructions below to generate the report of courses that are currently in the workflow:

- a. Go to the **Courseleaf Console** at <https://nextcatalog.jsu.edu/courseleaf/>.
- b. Click on “**Course Admin Report**” under the CIM heading.



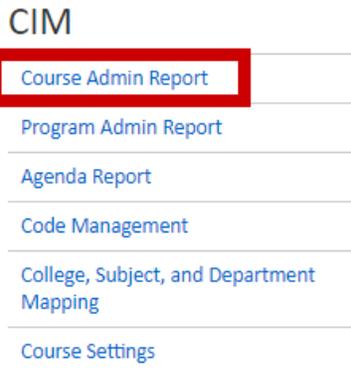
- c. To see the list of course changes/proposals currently in the workflow, click the link “**In Workflow.**”



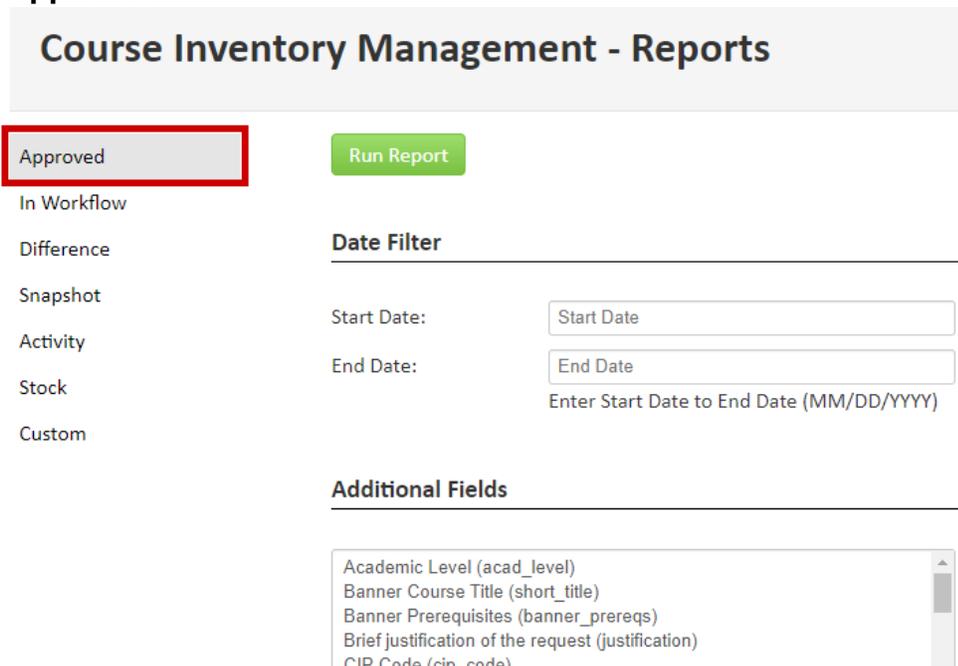
- d. To view all proposals at any steps in the workflow, click the green **“Run Report”** button. If you like to see the proposals only at your approval step, select your role under the **“Workflow Filter.”** Also, you can select multiple roles by holding CTRL button. Once the role is selected, click the green **“Run Report”** button to generate the report.
- e. The report is under the **“Results”** section. It can be exported either in excel or word format.

Follow the instructions below to generate the report of approved courses:

- a. Go to the **Courseleaf Console** at <https://nextcatalog.jsu.edu/courseleaf/>.
- b. Click on **“Course Admin Report”** under the CIM heading.



- c. To see the list of approved course changes/proposals, click the link **“Approved.”**

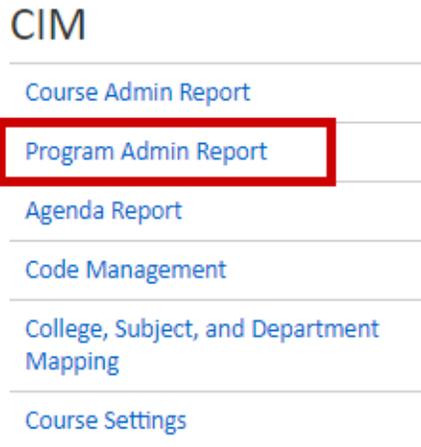


- d. Put the **Start** and **End Date** in the format **MM/DD/YYYY** and click the green **“Run Report”** button to generate the report. This report provides the approved courses between the Start and End Date.
- e. The report is under the **“Results”** section. It can be exported either in excel or word format.

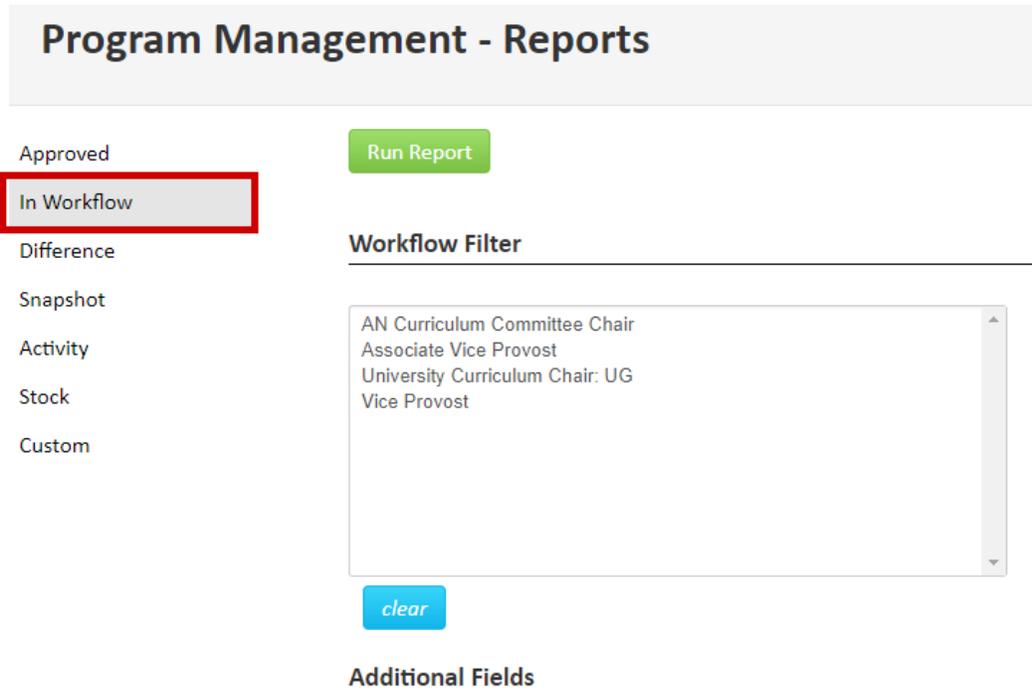
2. **Program Admin Report:** Using this report, we can get the list of approved program changes/proposals, program changes/proposals currently at the workflow, stalled program changes/proposals, etc.

Follow the instructions below to generate the report of programs that are currently in the workflow:

- a. Go to the **Courseleaf Console** at <https://nextcatalog.jsu.edu/courseleaf/>.
- b. Click on “**Program Admin Report**” under the CIM heading.



- c. To see the list of program changes/proposals currently in the workflow, click the link “**In Workflow.**”



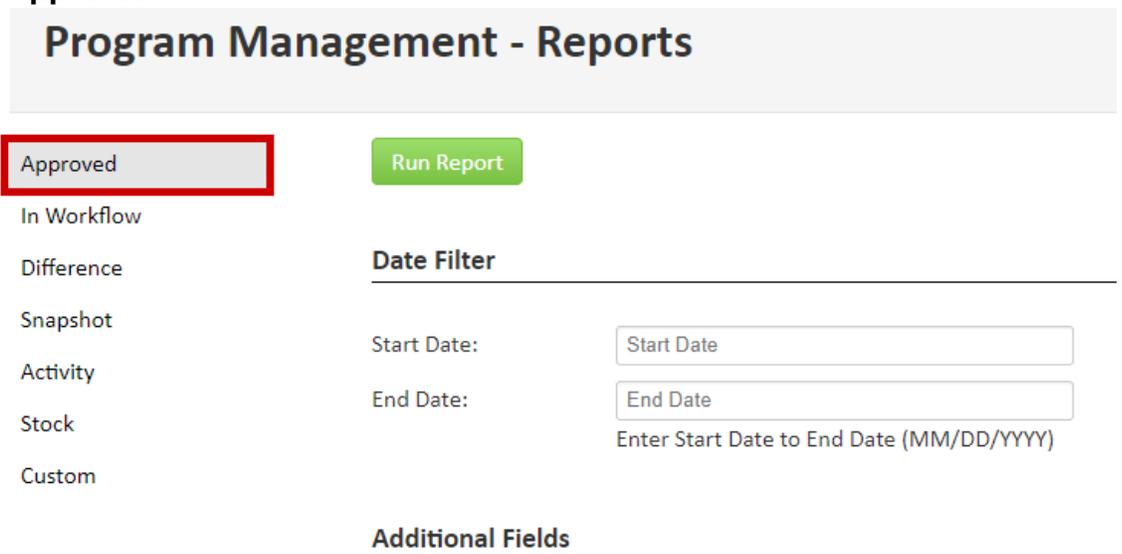
- d. To view all proposals at any steps in the workflow, click the green **“Run Report”** button. If you like to see the proposals only at your approval step, select your role under the **“Workflow Filter.”** Also, you can select multiple roles by holding CTRL button. Once the role is selected, click the green **“Run Report”** button to generate the report.
- e. The report is under the **“Results”** section. It can be exported either in excel or word format.

Follow the instructions below to generate the report of approved programs:

- a. Go to the **Courseleaf Console** at <https://nextcatalog.jsu.edu/courseleaf/>.
- b. Click on **“Program Admin Report”** under the CIM heading.



- d. To see the list of approved program changes/proposals, click the link **“Approved.”**



- f. Put the **Start** and **End Date** in the format **MM/DD/YYYY** and click the green **“Run Report”** button to generate the report. This report provides the approved programs between the Start and End Date.
- g. The report is under the **“Results”** section. It can be exported either in excel or word format.