

CourseLeaf Course Inventory Management (CIM) Quick Reference Guide

The purpose of this document is to summarize the basic steps needed to propose new or modify existing courses and approve course proposals through the CourseLeaf Course Inventory Management (CIM) system. **This document is merely a guide.** Through this document, dean’s-level and departmental-level functional users will be provided with the necessary approach to initiating and routing course proposal through the curriculum change process.

The CourseLeaf Course Inventory Management (CIM) system can be accessed at the following address:

<https://next.bulletin.gwu.edu/courseadmin>

The system works best in the most recent version of Firefox, Safari, or Chrome. Internet Explorer is not recommended.

Use this guide to

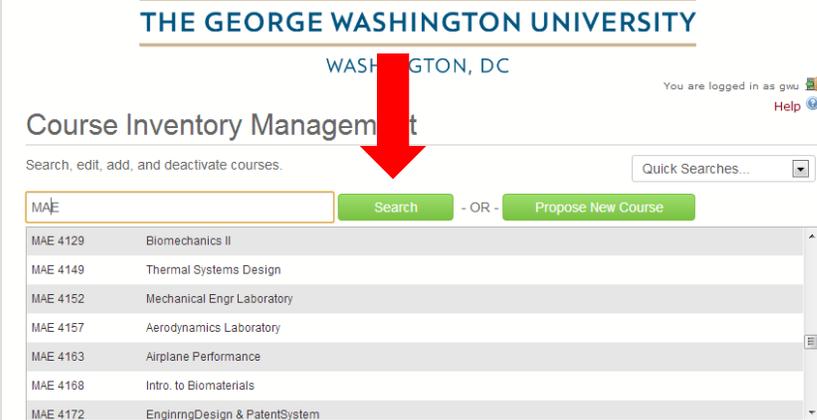
Search for a Course	page 2
Propose a New Course.....	page 3
Modify an Existing Course.....	page 6
Understanding Workflows	page 8
To Approve a Course (approvers only).....	page 10

To Search for a Course

Procedure:

1. Navigate to the Course Inventory Management screen at <https://next.bulletin.gwu.edu/courseadmin>
2. In the search field, enter one or more of the following:
 - a. Course designation
 - b. Course number
 - c. Course title (or portions of the course title)
 - d. Workflow stage
 - e. Status (i.e. added, deleted, edited)
3. Click green "Search" button

Quick Tip: 
Enter just the course designation to view a list of all courses under a given designation.



Course Number	Course Title
MAE 4129	Biomechanics II
MAE 4149	Thermal Systems Design
MAE 4152	Mechanical Engr Laboratory
MAE 4157	Aerodynamics Laboratory
MAE 4163	Airplane Performance
MAE 4168	Intro. to Biomaterials
MAE 4172	EnginrngDesign & PatentSystem

4. Select the course from the list below

Contact bulletin@gwu.edu for assistance.

To Propose a New Course

To propose a new course, you will be REQUIRED to enter the following information:

- College/School
- Department
- Discipline Code
- Course Number
- Long Course Title
 - Long Title is used on the online Schedule of Classes for course searches and is limited to 100 characters. Long Title DOES NOT appear on the transcript
- Short Course Title
 - Short Title is displayed on the transcript and is limited to 30 characters.
- Effective Term
 - The start term for new courses must be in a future term, allotting time for the routing and approval process.
- Number of Credits
 - If creating a course with more than one schedule type, enter the number of credits for each type. For example, a 3-credit course with a zero credit recitation or lab should be entered as "0 OR 3" and the appropriate Course Types should be selected.
- Course Type
 - See supplemental worksheet in selecting course types
- Default Grading Method
- Projected Enrollment
- Frequency of Offering (SEAS courses only)
- Term(s) Offered (SEAS courses only)
- Course Description
 - The course description is a succinct summary of the major themes and topics that will be covered in the course. A description should not include phrases such as, "Students will learn..." or "This course will examine questions that have fueled scholarly debate for centuries." Please use previously approved course descriptions as a model when proposing courses; Columbian College can be helpful for this purpose as there is a wide variety of courses across its many departments. Course descriptions are subject to editing by the Academic Editor prior to course approval.
- Learning Outcomes
 - Three to five important learning outcomes, goals, or objectives of the course (i.e., what you expect students to know and be able to do upon completion of the course). See the assessment website (<http://assessment.gwu.edu/>) for more information.
- Syllabus
 - As referenced in the [George Washington University Faculty Handbook, April 2015](#), the syllabus for all proposed courses MUST include the following:
 - Course Description
 - Course prerequisites, if any;
 - Learning objectives that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the class or unit (see <http://assessment.gwu.edu/course-assessment> for assistance);
 - Required textbooks or other materials;
 - Schedule of topics to be presented;
 - Description of assignments and other course assessments that delineate how student performance will be evaluated;

- Statement of the religious holiday policy (see Faculty Handbook Sect. 2.12.5);
- Statement regarding student disability services and policies (see Faculty Handbook Sect. 2.7.3.7);
- and, reference to the GW Academic Integrity Code (see www.gwu.edu/~integrity/code).
 - The Law School and School of Medicine and Health Sciences have separate academic integrity codes.

To Propose a New Course

Procedure:

1. Launch internet
2. Navigate to <https://next.bulletin.gwu.edu/courseadmin/>
3. Log in to the system using a GW Net ID and password
4. On Course Inventory Management screen, click green “Propose New Course” button.

Course ID	Course Title
MAE 4129	Biomechanics II
MAE 4149	Thermal Systems Design
MAE 4152	Mechanical Engr Laboratory
MAE 4157	Aerodynamics Laboratory
MAE 4163	Airplane Performance
MAE 4168	Intro. to Biomaterials
MAE 4172	EngrngDesign & PatentSystem

5. New Course Proposal screen appears

Number of Credits

Course Type Discussion Group Field Work (Internship) Laboratory
 Lecture Recitation Seminar
 Studio Course

Default Grading Method Letter Grade Pass/No Pass (Fail) Law only (limited use)
Alternate Grading Method Letter Grade Pass/No Pass (Fail) Law only (limited use)

Course Restrictions

6. Enter new course information. Required fields are indicated in red.
7. Scroll to the bottom of the form and select either “Save & Submit” or “Save Changes”.

Contact bulletin@gwu.edu for assistance.

To Modify an Existing Course

Procedure:

1. Launch internet
2. Navigate to <https://next.bulletin.gwu.edu/courseadmin/>
3. Log in to the system using a GW Net ID and password
4. On Course Inventory Management screen, enter identifying information in search field and click green "Search" button

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

You are logged in as gwu Help

Course Inventory Management

Search, edit, add, and deactivate courses. Quick Searches...

MAE Search - OR - Propose New Course

MAE 4129	Biomechanics II
MAE 4149	Thermal Systems Design
MAE 4152	Mechanical Engr Laboratory
MAE 4157	Aerodynamics Laboratory
MAE 4163	Airplane Performance
MAE 4168	Intro. to Biomaterials
MAE 4172	Engineering Design & Patent System

5. Select course from list of options
6. Course details will appear below search options.
7. Select the green "Edit Course" button.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

You are logged in as gwu Help

Course Inventory Management

Search, edit, add, and deactivate courses. Quick Searches...

MAE Search - OR - Propose New Course

MAE 3145	Orbital Mech & Space Dynamics	201003
MAE 3155	Aerodynamics	201003
MAE 3162	Aerospace Structures	201003
MAE 3166	Materials Science and Engineering	201303
MAE 3166W	Materials Science and Engineering	201303
MAE 3166w	Materials Engineering	201003
MAE 3167W	Mechanics of Materials Lab	201003

Deactivate Edit Course [Preview Workflow](#)

Viewing: **MAE 3155 : Aerodynamics**

College/School	School of Engineering and Applied Sciences
Department	Mechanical and Aerospace Engineering (MAE)
Discipline Code	MAE Course Number 3155
Short Course Title	Aerodynamics
Long Course Title	Aerodynamics
Effective Term	
Number of Credits	3
Course Type	Lecture
Grading Method	Letter Grade
Course Restrictions	

8. Edit course screen appears with prepopulated information on existing course.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Editing: **MAE 3155**

College/School	School of Engineering and Applied Sciences		
Department	Mechanical and Aerospace Engineering		
Discipline Code	MAE	Course Number	3155
Short Course Title	Aerodynamics 18 characters remaining		
Long Course Title	Aerodynamics 88 characters remaining		
Effective Term	Select...		
Number of Credits	3		
Course Type	<input type="checkbox"/> Discussion Group <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Studio Course	<input type="checkbox"/> Field Work <input type="checkbox"/> Recitation	<input type="checkbox"/> Laboratory <input type="checkbox"/> Seminar
Grading Method	<input type="checkbox"/> Pass/No Pass (Fail) <input type="checkbox"/> Law only (limited use)	<input checked="" type="checkbox"/> Letter Grade	<input type="checkbox"/> Credit/No Credit Mode
Course Restrictions			

9. Edit course details. Required fields are indicated in red.

Note the following:

- The course designation and number cannot be changed. To change a course number you must propose a new course and terminate the existing course.
- When editing an existing course, if any of the required fields are not populated, those fields will need to be entered before the proposal can be submitted.
- When editing any part of a course an updated syllabus must be provided

10. Scroll to the bottom of the form and select either “Save & Submit” or “Save Changes” .

Contact bulletin@gwu.edu for assistance.

Understanding Workflows

The workflows in CourseLeaf vary greatly by school but follow the same general outline:

- Proposer
- Department Chair/Program Director
- Dean (Academic Dean/Associate Dean)
- Academic Editor
- Associate Vice Provost for Academic Planning and Assessment
- Registrar*
- Academic Scheduling*
- University Librarian* (if new)
- Office of Teaching and Learning* (if new)
- Student Accounts* (if fees included)

*FYI notification only

When a proposal is fully approved, everyone in the workflow chain (i.e. the proposer, department chair/program director, and dean) will receive an FYI notification indicating that the proposal has been fully approved.

For any course, you can preview the workflow for proposed changes by selecting “Preview Workflow” from the search results screen.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

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

Course Inventory Management

Search, edit, add, and deactivate courses.

MAE - OR -

MAE 3145	Orbital Mech & Space Dynamics	201003
MAE 3155	Aerodynamics	201003
MAE 3162	Aerospace Structures	201003
MAE 3166	Materials Science and Enginrg	201303
MAE 3166W	Materials Science and Enginrg	201303
MAE 3166w	Materials Engineering	201003
MAE 3167W	Mechanics of Materials Lab	201003

[Preview Workflow](#)

Viewing: **MAE 3155 : Aerodynamics**

College/School	School of Engineering and Applied Sciences		
Department	Mechanical and Aerospace Engineering (MAE)		
Discipline Code	MAE	Course Number	3155
Short Course Title	Aerodynamics		
Long Course Title	Aerodynamics		
Effective Term			
Number of Credits	3		
Course Type	Lecture		
Grading Method	Letter Grade		
Course Restrictions			

Once a proposal has been submitted, you can determine where it is in the workflow on the search screen.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Course Inventory Management

Search, edit, add, and deactivate courses.

- OR - Edited Courses

Course Code	Title	Start Term	Workflow	Status
HIST 6621	Readings Seminar: Modern Japanese History	Summer 2014	GR Dean	Edited

Date Submitted: 11/26/13 5:25 pm

Viewing: **HIST 6621 : Readings Seminar: Modern Japanese History** ~~Rdg/Rsch-Sem:Mod Japanese-Hist~~

Last edit: 11/26/13 5:25 pm by twilson
Changes proposed by: twilson

College/School	Columbian College of Arts and Sciences		
Department	History (HIST)		
Discipline Code	HIST	Course Number	6621
Long Course Title	Readings Seminar: Modern Japanese History Rdg/Rsch-Sem:Mod-Japanese-Hist		
Short Course Title	RdlngsSem:Modern Rdg/Rsch-Sem:Mod Japanese Hist		
Effective Term	Summer 2014		

Number of Credits 3

In Workflow

- HIST Chair**
- GR Dean**
- Academic Editor
- Academic Planning and Assessment
- Banner

Approval Path

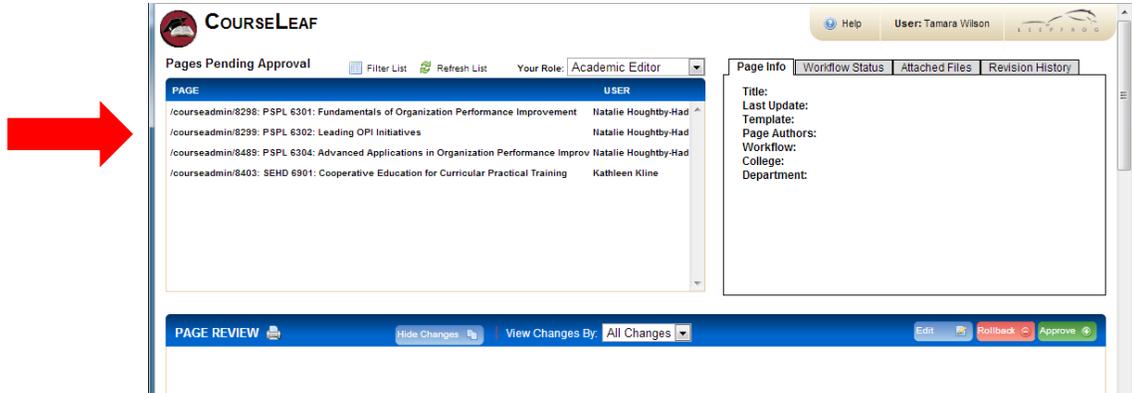
- 11/27/13 11:19 am whbecker: Approved for HIST Chair



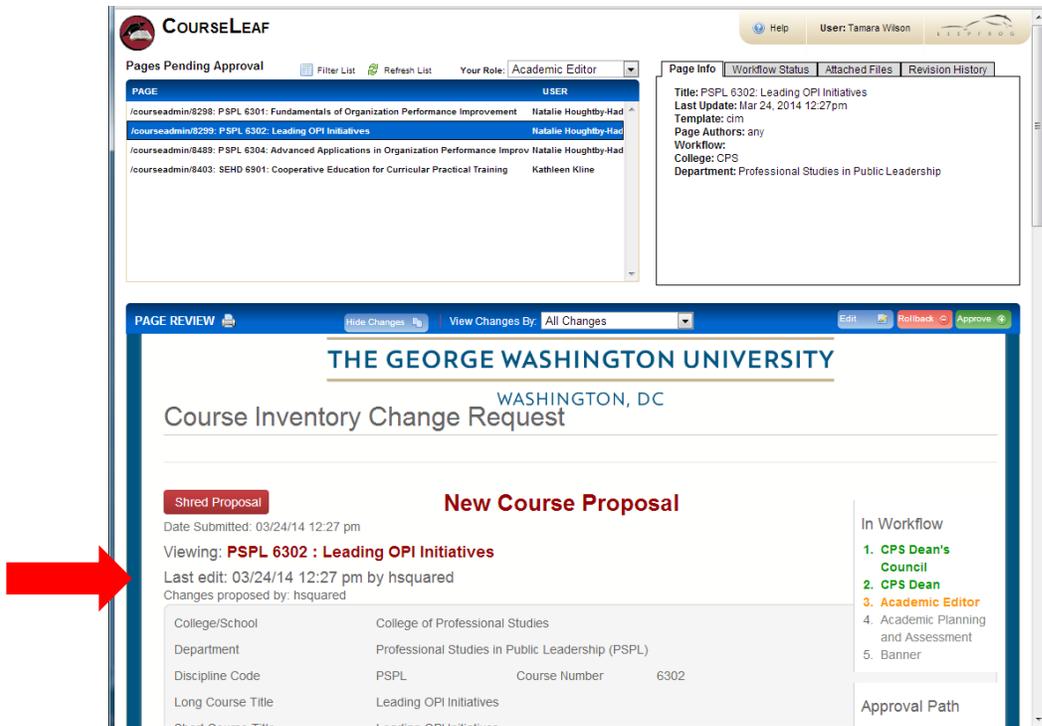
To Approve a Course (approvers only)

NOTE: You must be the designated approver for the subject code in order to approve courses in CourseLeaf.

1. Click the link in the system generated email notification. This email will be sent by sender "Bulletin Editor"
2. Log in to the system using a GW Net ID and password
3. On the "Pages Pending Approval" page, select the course you wish to approve from the list
 NOTE: You may need to select your approval role from the "Your Role" drop down list. This will occur when a department owns multiple subjects codes. For example, the classics department owns 8 subject codes. The approver for this department would need to select ARAB Chair, CLAS Chair, GREK Chair, HERB Chair, etc. to approve the courses belonging to this department under each subject code.



4. Course details will appear in box below



5. From here, select one of the three options: Edit, Rollback, or Approve



Opens the proposal in a new window where changes can be entered.



Opens the “roll back” dialog box allowing you to send the proposal back to prior steps in the approval process



In the “roll back” box select who you want to return the proposal to and enter a comment/reason.

NOTE: Any comments entered in the “Comment/Reason” field become a permanent part of the proposal and can be viewed by anyone.



Approves the proposal and sends it to the next step in the approval workflow

6. After clicking one of these options, the course proposal will be removed from your approval queue

Questions with the approval process can be directed to bulletin@gwu.edu.