As the departmental curriculum coordinator [DCC], you should be aware of faculty members within your department who are developing new courses or considering making significant changes to existing courses. If their idea and their materials have departmental support, direct them to the CAS Curriculum Development webpage http://cas.uoregon.edu/curriculum/ so that they can begin work on their comprehensive syllabus.

In the meantime, make sure that the proposing faculty member will have access to the CourseLeaf system when they are ready to enter details of their proposal into a Course Inventory Management (CIM) form. The CAS Curriculum Coordinator can confirm the list of users currently authorized to submit proposals for your department and add new users as needed. Be sure to also declare any changes in personnel responsible for curricular oversight so that DCC roles in workflow can be updated before proposals are submitted.

With a comprehensive syllabus in hand, the faculty proposer will enter details of their course proposal into the CIM form. [See CIM Quick Steps for Proposers.] Once they press the Submit button, an automated notification e-mail will be sent to the person listed with the [Dept] Curric Coord Final Review role (or the [Dept] Curric Coord Initial Review role if your department has been authorized to include extra departmental-level steps in workflow). These notification e-mails will be from “CourseLeaf Administrator” and provides the DCC with a direct link to the CourseLeaf Approve Pages portal. https://nextcatalog.uoregon.edu/courseleaf/approve/

Log on using your UO ID [e-mail address prior to @uoregon.edu] and your standard password. At the top of the Pages Pending Approval page, you will see the header Your Role: Clicking on the down arrow in the box to the right of that header will reveal a list of all those on campus authorized to approve course changes, as well as changes to catalog pages. Currently, catalog approvers are listed by name, while DCCs are listed by role identified by department.

Scroll down the list to find your designated role as [DEPT] Curric Coord Final Review, or [DEPT] Curric Coord Initial Review, if applicable. Click on your role to open a page that lists all courses ready for your review. NOTE that course proposals may come to a DCC’s approval page from two different directions – as a submission from the proposer for departmental review or as a rolled back proposal from a review committee higher up the workflow with recommendations for improvements. The Approval Path history will show you where the proposal has been and which direction it is moving in the workflow.

Select the name of the course proposal you wish to review and scroll down through the form to read it. If you wish to correct or add detail to the proposal, click the blue Edit button in the upper right.

Enlarge the form to full screen and proceed with correcting or amending detail within the proposal. If this is a rolled back proposal, work with the faculty member to make the requested edits.

If an improved syllabus is required, the proposer should draft revisions in a word doc using the Track Changes tool and save with revisions still visible and the date included in the filename. Upload the word doc of this second syllabus to the CIM form on their behalf.

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Save changes before leaving the form. You may return to it within the Approve Pages portal at any time to revise it further.

Once you have made all recommended amendments and/or revisions and uploaded any additional support documents requested, press the green Approve button at the upper right. This forwards the proposal to the next reviewers in the workflow. See also CIM Quick Steps for Dept Approvers.