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CIM is our Curriculum Information Management System and this is where our program and course updates take place. Departments can make adjustments to courses / programs and then submit these changes into workflow for approval from our curricular committees.

The University's online curriculum management system is transparent and easy-to-use. Once a proposal for a new or changed course or program is started in the system, it can be tracked in CIM by anyone. It will also automatically appear in Towson University's next catalog, but only proposals that are fully approved by the catalog deadline will be published. Towson's online catalog (CAT) is fully integrated with CIM.

How to log into CIM

Once you navigate to one of the CIM links (courseadmin / programadmin / approve pages), a box will appear prompting you to log in with your TU username and password.

Please Complete Log In

In order to authorize your ability to update, please click the icon to complete your log in.

To log-out, just close your browser. Remember to save your work by either using Save Changes or Start Workflow if you are working on a course/program proposal.

Important Links

Course Inventory Management
https://nextcatalog.towson.edu/courseadmin
- If you are proposing a new course or changing an existing course.
- If you are requesting to have a course prerequisite enforced (or need changes to an existing enforced prerequisite.)

Program Management
https://nextcatalog.towson.edu/programadmin
- If it is a new course (or a significant change to an existing course like a new number or subject code) and it is used in a Program (Major, minor, certificate, concentration or track), you also need to make changes to the program. (But wait for the course to be approved first. UCC/GSC cannot approve a program that includes unapproved courses.)
- If you want to propose a new program or change an existing major, minor, concentration or track

Approve Pages
https://nextcatalog.towson.edu/courseleaf/approve/
- If you need to approve courses or programs that are waiting in your queue.
Once you’re within CIM, click on the “Edit Program” button in the right-hand corner underneath the program listings.

An editing window will then appear. You are required to choose a desired effective term and year as well as answering the CAEP question and completing the “Rationale for Change to Program” portion at the bottom of the page.

After you have completed making updates to your curriculum, make sure to hit the Start Workflow button at the bottom of the page, your program changes will move to the next person in the approval chain. After the final required approval is obtained, the program changes will be reflected on the respective catalog page.

Note: If you are not yet finished with your proposal, you are able to just ‘save changes’. Do not submit unfinished proposals into workflow. You will not be able to make adjustments once it is in workflow.
Body Copy

The body copy of a proposal functions similarly to a standard word processor tool. You can edit the body copy by clicking in the white space under the “program requirements and description” header within the “Edit Record” window.

Begin typing text / making your edits. Please see below for a screenshot of the toolbar that lives within the editing window. A few important tools have been highlighted that you will be using on a regular basis.

**Note: DO NOT copy content from a word document and paste it within the proposal. This messes with the software and is known to create issues for us behind the scenes. If you need to use copy and paste, please paste the content as “plain text.” In order to do this, copy (Ctrl+c) the text from the desired document then position the cursor in the “Page Body.” Click the Paste button or paste (Ctrl+V) the text into the new window provided. Choose paste as plain text. Use the Word processing toolbar to reformat as necessary. Click OK to save the text.

1. **Paragraph Format** - This gives you options to adjust the hierarchy of your body copy. Never use Header #1. This Header is used for the title of the page. Your Options: Normal (regular copy size) / Header 2 / Header 3.
2. **Paste**
3. **Paste as Plain Text** - RECOMMENDED (see the above note for reason**)
4. **Embed a link / Unlink** - This is how you add a hyperlink within your text. If you are adding a link to connect one catalog page to another, use the last part of the URL after https://nextcat-alog.towson.edu. Also, if you need to add an email address to text, click on the link icon and type in mailto:[insert email address here]. To remove the hyperlink, click on the paperclip with the ‘x’. Please remember to add a URL as a hyperlink, do not insert the full URL within the proposal!
5. **Insert Special Characters / Symbols**
6. **Insert / Edit Database Field** - If you have a course within your body copy, click on this icon and it will link with what is within CIM. If you hover over the linked course, a bubble will appear over the course and will provide additional information about the course (ex. Title / Description).
7. **Insert / Edit Formatted Table** - This is where you can choose to insert a course list, plan of study grid, footnotes, etc.
8. **Formatting** - B: Bold / I: Italicize / U: Underlined
9. **Text Align Options** - We only use “align left.”
10. **Numbering / Bullets** - If you need to put something on your page, DO NOT type out the numbers / bullets manually. Use these options that are available to you. These will help viewers who have screen readers understand the content better.
11. **Indent text**
12. **Indent as a quote** - (not typically used)
How to Create a Course List in ProgramAdmin

1. Place cursor in the “program requirements and description” section where the course list is to be placed.

2. Click Insert/Edit Formatted Table. **Note**: using Ctrl+T keyboard shortcut will also bring up the Insert/Edit Formatted Table interface.

3. Select Course List from drop-down menu.

4. Click OK.

5. Insert courses (see below for options):
   - Select College and Department from drop-down menus. **Note**: The left hand column will populate the Course Inventory, or a list of courses to choose from to add to a list based on the College and Department selected. The right hand column is the courses used to build the list.
   a) **Option 1**
      i. Select a course from Course Inventory in the left column.
      ii. Click (>>) button to add a course to the list in the right column.
   b) **Option 2**
      i. Double-click a course from Course Inventory to add the course to the list in the right column.
   c) **Option 3**
      i. Enter a course code (ex. ENGL 102) into Quick Add.
      ii. Click Add Course.

6. Make sure that all of your courses are listed in alphanumeric order.

7. Click OK in the Course List editing screen to close the Course List screen and refresh the Page Body.

**Note**: If the course is not displaying within the college / department listing or it is showing as “not found” when you use the quick add feature, it could be that it either hasn’t been fully approved or built in PeopleSoft. Feel free to contact the Registrar’s office or you can follow the directions on the next page under Note #2 and enter the courses as a comment entry.

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How to Remove a Course from a Course List

1. Double click on the course list containing the course you want to remove.

2. Select the course you want to remove.

3. Click (<<) button to remove a course from the list.

4. Click OK in the Course List editor to save your change back to the proposal.

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Course List Fields

- **Comment** - A comment will be displayed in parentheses after the course title.
- **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
- **Cross Reference** - A cross reference course describes a course that is the same course content offered under different course numbers.
  - For instance, if credit is given at both the undergraduate and graduate level.
  - Another example is a course that is offered by different departments for credit .
- **Hours** - The hours field is automatically populated with the credit hours assigned to the course in your student information system. You can change these as necessary.
- **Or Class** - This will display two courses with the word “or” indicating that either course may be taken to meet the requirement.
- **Footnote** - Only the footnote symbol is entered in the course list, then add a Footnote table after the course list in the Page Body.
How to Reorder a Course in a Course List

1. Double click on the course list containing the courses you want to reorder.

2. Select the course to move.

3. Click **Move Up** or **Move Down** to change the order of the course. Make sure the courses are in alphanumeric order.

4. Click **OK** in the Course List editor to save your change.

Comment Entry

A comment entry is anything in your Course List that is not a specific course. Comment entries are often used to create headers within your table or to relay instructions like “Select one of the following.”

- **You can also use Comment Entry to indicate an open-ended course option for students, such as ART 3xx.**

To make a comment entry that will mimic a course entry, such as any free elective with a course number that begins ART, add a comment and enter **ART 3xx::Upperr-level ART Elective.** The double colon (:) between the **xxx** and **Upper-level ART Elective** will force the part before the double colon to be entered in column 1 and the part after the double colon to be entered in column 2.

- **A comment entry can also be turned into an Area Header.** Highlight/click on once the comment entry in the righthand column of your course list editing screen, then click on the bubble for Area Header in the edit box.

How to Create a Comment Entry

1. Double click on the course list to which you want to add your comment entry.

2. Select in right list where **Comment Entry** is to be placed.

3. Click **Add Comment Entry.** A text window will open.

4. Enter text to be placed in course list.

5. Click **OK** in the Course List editor to save your change.

**Note #1:** If a course code (e.g. ENGL 101) is found in a comment entry, the course code will display the course bubble as all other course codes in the course list.

**Note #2:** If a new course is being added to a program, but the course is still in workflow and has not yet been approved, a ‘dummy’ course can be inserted into the requirements by using a comment. Add a new comment and insert the following : [subject][course#]::[course title] (**Pending Approval**). The comment will look like a normal course and will not appear with an error. The double colon (::) will cause a break between the subject/course # and the course title. Please remember to add the “pending approval” portion to this comment. This lets us know that the course has not yet been finalized.
How to Start a New Program

Never create a New Program Proposal without first searching to see if the program already exists in CIM. New concentrations and tracks are part of an existing major so before creating a new proposal you must first determine if the major lists its subplans separately in CIM or as part of the whole major. If they are separate it is okay to create a new proposal (ex. SOAN-ANTH, SOAN-CRMJ, etc.). If the major lists all subplans together, use the existing major. When in doubt, call the Registrar’s Office 4x3694.

If you are creating a New Program Proposal, please be sure to include your desired effective term and year in the Rationale. You may also suggest a unique four-letter code for your new major or subplan.

Please read the directions below carefully in order to create a new program within CIM:

1. Go to Program Admin.
2. Click on “Propose New Program”.
3. A “New Program Proposal” window will appear and you will be required to assign the program to a department and college, choose a program type (major / minor / concentration / track), as well as a Program Name and desired effective term and year.
4. Follow the directions on the previous pages to edit program proposals and course lists.
5. Once you have completed the program requirements, answer ‘yes’ or ‘no’ to the CAEP question and complete the rationale for the new program.
6. Submit the proposal to workflow.

**Note:** If you are not yet finished, you are able to just ‘save changes’. Do not submit unfinished proposals into workflow. You will not be able to make adjustments once it is in workflow.

Approver Rollback & Comments

CIM is the official record of curriculum changes and the goal is comprehensiveness and transparency. Therefore, if you are an Approver, you should record the changes you want the Initiator to make in the Comments section before rolling it back. If the changes are extensive, you may put them in a word doc and attach it to the proposal. In the Comments, you can refer to the “document attached below.”

Please do not email/call the initiator in lieu of this. There will be follow up questions and answers that can be done by phone or email, but the essence of what the Approver is asking be changed or added should be recorded in CIM. After a proposal has final approval, the comments become part of the History.

Workflow / Roles

The workflow can be different for each program and this depends on the changes that are taking place within a proposal. The example on the left is the new program workflow and the right workflow is for proposed changes on an existing program:

Occasionally, the standard workflow may need to be modified. When this happens just call the Registrar’s Office to modify. Also, when there is a new department chair, this role will usually be updated automatically, but the Registrar’s Office doesn’t always know when there are other departmental changes, for example, a new curriculum committee chair, so please call.
**Historical Data**

To see the history on a course that has gone through final approval, click on the most recent link in the History box on the right side of the program requirements within CIM Program Admin. You will see the Rationale, attachments, the red-green markup, comments, and the approval path & completed workflow. You can also get to older versions of History.

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**Email Notification**

Emails will come from “**TU Curriculum (CIM) and Catalog Administrator**” and contain the appropriate url for you to log in and look at what’s in your queue. In general, these emails will be for the curriculum process, but occasionally you might get something for the catalog as well.

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### History

1. Sep 25, 2014 by clmig-mdukes
2. Aug 20, 2015 by llbrown
3. May 18, 2016 by Sara Sides (SSides)
4. Feb 7, 2017 by Rodney Stump (rstump)
5. Apr 27, 2017 by Michael Dewally (mdewally)
6. Oct 16, 2018 by Rodney Stump (rstump)
7. Mar 13, 2019 by Rodney Stump (rstump)
8. Mar 14, 2019 by Katherine Smith (ksmith)
Four-Year Plans (4YPs)

Four-year plans will no longer be updated through the Catalog (CAT). Changes will now take place within CIM (Curriculum Management System). The Registrar’s office is making this transition in order to keep a more detailed history of the updates as well as confirm that the plans are being reviewed each year and updated when curriculum changes are approved. In addition, the layout for each plan has been updated in order to create consistency for the four-year plans throughout the catalog.

Faculty and staff from academic departments have access to update their dept’s four-year plans and they can do so through Program Management within CIM. If the plan has been submitted into workflow, it is the responsibility of the chairperson to review and make the adjustment(s).

How to Edit Four-Year Plans within Approval Queue (Chairs)

- If your four-year plan is in workflow, go to your Approval Queue within CIM: https://nextcatalog.towson.edu/courseleaf/approve/.

- Log-in, click on “your role” in the top-right side of the screen (if it does not already default to your Chair role) and find your Chair queue.

- If you wish to edit the content, click on Edit in the top right hand corner (follow the directions entitled Editing Four-Year Plans in regards to making edits plan of study grid).

- If the content looks correct and you approve of the content, click on Approve. The proposal will then go to the Academic Advising department next for review. Once they approve it, the plan will then go to the catalog editor’s approval queue for a final review.

- If you wish to send the proposal back to the initiator, click on Rollback. You will also be able to add a comment to state why you are rolling the proposed changes back to the initiator.

**Also, keep in mind that whenever a department submits a Program change proposal within CIM and once it goes through the proper approval workflow and arrives within the catalog editor’s queue, the editor will submit the four-year plan for that particular program into Workflow. Once the four-year plan is submitted into workflow, you (the chairperson) will receive a notification from CIM that the four-year plan is currently in your workflow and you must amend the plan to reflect the newly updated requirements.

How to Edit Four-Year Plans within Program Management

If your four-year plan is not in workflow and you wish to edit the plan, you would go to the Program Management section of CIM in order to make adjustments.

- If you wish to review the four-year plan within Program Admin, type in *4yp* within the search bar. This will bring up all of the four-year plans that currently exist within CIM.

- Once you have located the plan you wish to update, click on Edit Program; a new window will appear for you to make adjustments.

- Follow the directions below entitled Editing Four-Year Plans in regards to making edits plan of study grid.
Editing Four-Year Plans

How to Create a Plan of Study Grid

• Once you are in the editing screen, double click on the blue outlined box to open the plan of study grid edit window.

• Choose a year and term where you wish to add / remove courses. This is located on right hand side of the Plan of Study Grid window. You must change this each time to update each year and term.

• Insert courses (see below for options):
  Select College and Department from drop-down menus. Note: The left hand column will populate the Course Inventory, or a list of courses to choose from to add to a list based on the College and Department selected. The right hand column is the courses used to build the list.
  a) Option 1
     i. Select a course from Course Inventory in the left column.
     ii. Click (>>) button to add a course to the list in the right column.
  b) Option 2
     i. Double-click a course from Course Inventory to add the course to the list in the right column.
  c) Option 3
     i. Enter a course code (ex. ENGL 102) into Quick Add.
     ii. Click Add Course.

• If you wish to add a comment / sequence / “or class” / “hours” / cross reference / footnote, please see the section below entitled Course List Fields for more details.

• Click OK to close the study grid window.

• Click on Start Workflow if you are editing the content from Program Management or if you are editing it from the Approval queue, click on Save Changes and then Approve the proposal.

Note: If the course is not displaying within the college / department listing or it is showing as “not found” when you use the quick add feature, it could be that it either hasn’t been fully approved or built in PeopleSoft. Please contact the Registrar’s office.

FYI: The Workflow starts at the dept. chair, then goes to Academic Advising where it is then reviewed by the college liaisons, and then it goes to the catalog editor.

Course List Fields

• Comment - A comment will be displayed in parentheses after the course title, such as “core #.”

• Sequence - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.

• Cross Reference - A cross reference course describes a course that is the same course content offered under different course numbers.
  • Example #1: If credit is given at both the undergraduate and graduate level.
  • Example #2: Another example is a course that is offered by different departments for credit.

• Hours - The “hours” field is automatically populated with the credit hours assigned to the course in your student information system. You can change these as necessary (especially when it comes to # of units for electives, cores, etc.).

• Or Class - This will display two courses with the word “or” indicating that either course may be taken to meet the requirement.

• Footnote - Only the footnote symbol (1, 2, 3, etc.) is entered in the course list, then add a Footnote table after the course list in the Page Body.
Footnotes

- **Footnote** - Only the footnote symbol (1, 2, 3, etc.) is entered in the course list, then add a **Footnote table** after the course list in the Page Body.
  - You can do this by scrolling down to the bottom of the editing window, highlight the plan grid, you will then see a red arrow appear under the grid.
  - Once you click on this, it will give you more space under the grid to allow you to insert a footnote table.
  - Click on the grid icon within the tool bar and choose **Insert Formatted Table**. Then choose Footnotes from the dropdown menu.
  - Click **OK**. A menu will then open entitled **Footnotes**. Here you will enter the symbol (1, 2, 3, etc.), which connects to the particular course you had inserted into your plan grid and then insert the text that relates to the course. See an example on the right. If you wish to add more footnotes, click on **New Footnote**.

How to Remove a Course from a Study Grid

- Double click on the course list containing the course you want to remove.
- Select/click on once the course you want to remove.
- Click (<<) button to remove a course from the list.

How to Reorder a Course in a Study Grid

- Double click on the course list containing the courses you want to reorder.
- Select the course to move.
- Click **Move Up** or **Move Down** to change the order of the course.

How to Add a Comment Entry

A comment entry is anything in your Course List that is not a specific course. Comment entries are often used to create headers within your table or to relay instructions like “Select one of the following.”

- You can also use Comment Entry to indicate an open-ended course option for students, such as ART 3xx.

To make a comment entry that will mimic a course entry, such as any free elective with a course number that begins ART, add a comment and enter ART “3xx:Upper-level ART elective.” The double colon (::) between the 3xx and Upper-level ART elective will force the part before the double colon to be entered in column 1 and the part after the double colon to be entered in column 2.

- A comment entry can also be turned into an Area Header. Highlight/click on once the comment entry in the right-hand column of your course list editing screen, then click on the bubble for Area Header in the edit box.
How to Create a Comment Entry

- Double click on the course list to which you want to add your comment entry.
- Select in right list where Comment Entry is to be placed.
- Click Add Comment Entry. A text window will open.
- Enter text to be placed in course list.

**Note**: If a course code (e.g. ENGL 101) is found in a comment entry, the course code will display the course bubble as all other course codes in the course list.

**Cores**

Specific cores should be listed within the four-year plan layout. Please make sure to label each core you’d want students to take during each term. Remember, the four-year plan is just a “suggested” option and the students can take any cores; however, we want to provide students with a realistic example. If you insert a required course that is also a core into the 4YP, please indicate the core # within the comment section. If there are more than one of the same core, only list the core # alongside the first course.

For example, ECON 202 / 204 are listed below within Term 1, Freshman. These two courses are Core 6 and this information is addressed next to the courses within a comment field.

ECON 201/203 within Term 2, Freshman, are also Core 6; however, since ECON 202/204 would already satisfy Core 6, you shouldn’t be identifying the core twice.

Feel free to view the Accounting Program’s four-year plan as a good example of how the new four-year plans layout now looks.

What about Newly Created Programs?

The catalog editor will create a new 4yp program within CIM, add our ‘suggested four-year plan’ text, and the study grid, along with the core 1 (or core 2) / core 2 (or core 1) text within the first two terms. I will then send it off into workflow for the chair to update the rest of the four-year plan.

Once you have completed the updates, click on Start Workflow. It will then be sent to the Academic Advising queue after the Chair approves the four-year plan of study.