

## **Quick-Start Guide to Creating Proposals in CourseLeaf**

As of Fall 2022, the Curriculum Committee will be moving all existing records to a new curriculum management system called CourseLeaf CIM. This is where all course and program outlines will be housed moving forward and where we can accept new curriculum proposals.

To view existing courses or programs or submit new proposals, log into:

- <https://nextcat.napavalley.edu/courseadmin/> (Course Outlines)
- <https://nextcat.napavalley.edu/programadmin/> (Program Outline)

### **Getting Started:**

All full-time faculty should already have access to these sites.

- Username is the first part of your college email (omitting @napavalley.edu)
- Password is the one you already use for NVC's single sign on

If you are having any problems logging in, please contact the Curriculum Committee Faculty Co-Chair. (Part-time faculty may request access with permission from their department/program coordinator or division dean.)

### **Creating a New Proposal**

Click the green "Propose New Course" (or "Propose New Program") button.

This will open a new window that contains all parts of the Course/Program Outline. You will have the option of building your proposal from an existing record or starting from scratch.

- Click the blue help bubble icons for more specific instructions on each field
- Complete all applicable parts of the form (except for sections marked admin)
- For program proposals, attach requested documentation
- Click the green "Submit" button at the end of the form to submit your proposal

### **Modifying Existing Curriculum**

Find the record by searching key words. Select the course or program, then click the green "Edit Course" button. Follow the same steps as above.

### **Tracking Proposals Going through Curriculum Review**

When you log into CourseLeaf and search for your proposal, you will be able to see where it is in Workflow. Green indicates completed steps; orange is the current step. If you click on a step, you can send an email to the reviewer directly.

You should receive email notifications from CourseLeaf with the subject [CIM Courses] or [CIM Programs] which may ask you to review comments or take specific actions. Follow the link in the email.

- Make any edits that you see fit and save the changes
- You will then need to click the green "Approve" button to move your proposal to the next step in Workflow (This is very important because the proposal will stall otherwise)