

# CourseLeaf Training Guide:

## How to Leave a Public Comment in CourseLeaf 10

**NOTE: Please do not open multiple course or program forms at one time. Your work may not be able to be saved or submitted.**

This training document is for any faculty member wishing to leave a public comment on a Category IA, Category IB, or Category II proposal. Bentley's current curriculum governance policy requires that Category IA and IB proposals go through a two-week public comment period, while Category II proposals require one week. The public comment period allows the entire faculty an opportunity to review substantial additions or revisions to Bentley's course and program offerings, provide feedback, and/or flag potential issues.

At the end of the public comment period, CIC Chairs will collect the comments and include them on the next CIC meeting agenda. This ensures that the CIC members can take the general faculty's thoughts and concerns into consideration prior to voting on the proposal.

### Instructions for Faculty

- **Open the course or program proposal(s).**
  - When a Category IA, IB, or II proposal reaches the Public Comment stage, the CIC Chairs will send all faculty members a notification email. Click the link(s) in the email to review each proposal in CourseLeaf:

Dear Bentley Faculty:

The Curriculum Implementation Committee welcomes your feedback regarding proposed changes to two (2) undergraduate courses submitted from the Department of Mathematical Sciences:

- **MA 263: Continuous Probability for Risk Management** - Please [use this link](#) to access this Course Leaf document
- **MA 335: Financial Calculus and Derivative Pricing** - Please [use this link](#) to access this Course Leaf document

The files related to the proposals are also attached.

- Alternately, you can find all proposals in Public Comment by going to CourseLeaf’s Approve Pages site (<https://nextcatalog.bentley.edu/courseleaf/approve/>). In the “Pages” section in the top left, select “Public Comment” from the dropdown menu, then select a proposal:

PAGE	USER
/programadmin/73: MSHFID: Master of Science in Human Factors in Information Design	Sarah Richardson
/courseadmin/3333: PME 603: Essentials in Marketing	Ian Cross
/courseadmin/3327: PME 604: Essentials in Digital Transformation	Sandeep Purao
/courseadmin/3326: PMF 612: Data Analytics	Luke Cherveney

- In the “Page Review” section, review the course or program proposal.
  - The top of the form will indicate whether the proposal is a New Course/Program or a Course/Program Change.
  - If the proposal is a course/program change, check the section “What are you changing?” to see which specific areas are being revised:

Page Review

VIEW CHANGES BY: All Changes

HIDE CHANGES

NEXT STEPS: APPROVE

**BENTLEY UNIVERSITY**

**Program Change Request**

Export to PDF | Export to Word | Shred Proposal | Add Comment

Date Submitted: 10/03/24 12:53 pm

Viewing: **MSHFID : Master of Science in Human Factors in Information Design**

Last approved: 10/01/24 4:17 pm  
Last edit: 10/03/24 12:53 pm  
Changes proposed by: srichardson

Catalog Pages Using this Program: [Master of Science in Human Factors in Information Design](#)

Submitter's Name: Sarah Richardson ~~Janelle Estes~~

What are you changing:  
 Course Requirements  
 Other (Please explain)

**In Workflow**

1. IDCC Chair
2. Chair of Grad Curriculum
3. **Public Comment**
4. Grad Curriculum Agenda
5. Grad Council Agenda

**Approval Path**

1. 10/03/24 1:25 pm Roland Hubscher (rhubscher): Approved for IDCC Chair
2. 10/09/24 7:48 pm

- For course/program changes, note that additions will be indicated in green text, while deletions will be indicated in red:

**Program Information**

Degree Requirements - All Program Requirements must presented as they would appear in the Catalogue. Please click the "Insert/Edit Formatted Table" button below (The formatted table button is next to the button that reads "Source").

EC 224	Intermediate Microeconomics	3
or EC 225	Intermediate Macroeconomics	
Finance, Finance and Technology, or Corporate Finance and Accounting		
<del>FI-306</del>	<del>Financial Markets and Investment</del>	<del>3</del>
<del>Corporate Finance and Accounting</del>		
<del>FI-307</del>	<del>Advanced Managerial Finance</del>	<del>3</del>
<u>FI 305</u>	<u>Principles of Accounting and Finance</u>	<u>3</u>

- If you wish to leave a comment, click "Add Comment" on the right side of the form.

Page Review

VIEW CHANGES BY: All Changes

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What are you changing:

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**Add Comment**

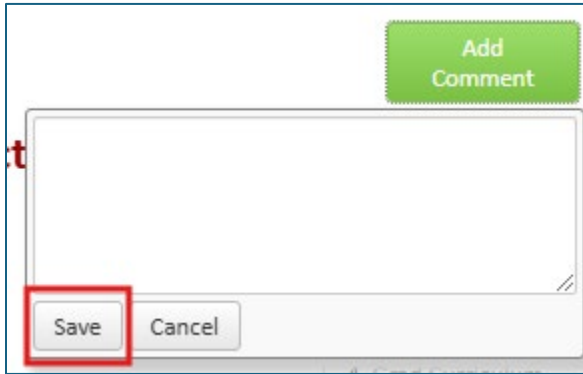
**In Workflow**

1. IDCC Chair
2. Chair of Grad Curriculum
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1. 10/03/24 1:25 pm  
Roland Hubscher (rhubscher):  
Approved for IDCC Chair
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- **Type your comment into the text box, then click “Save”.**

A screenshot of a web form for adding a comment. The form has a large white text area with a red 't' icon on the left side. In the top right corner of the form is a green button labeled 'Add Comment'. At the bottom left of the form is a red-bordered box containing a 'Save' button. To its right is a 'Cancel' button.

- **You're done – thank you for your feedback!**
  - NOTE: If you have difficulty accessing the course/program proposal or using the comment feature, email it to the CIC Chairs and they will input the comment on your behalf.