CourseLeaf Training Guide:

How to Propose a New (Permanent) Course

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

Before You Begin

- Scroll down to the New, Permanent Course Proposal Template below to review the fields that will be required when submitting your course proposal. We recommend using this template to prepare your answers ahead of time and solicit feedback.

- Create a syllabus to attach to the proposal. For assistance, see the instructions and resources on the Provost's Syllabus Design website.

- Consult with your departmental colleagues and the Department Chair for their feedback on the proposal.

- Reach out to other departments to discuss potential overlap with existing courses.

- Consider whether this course could be added as a requirement or elective to an existing program. Keep in mind that adding a course to a program is a separate proposal that requires its own governance process – see the ***How to Update or Change an Existing Program*** training document for guidance.

- If this is an International Travel Course, contact the Cronin Center to get it approved.

- Contact your Department Chair or the Registrar to determine the appropriate course number.

- Consult the ***Style Guide*** to ensure that you are using Bentley's standards for entering information into CourseLeaf.

Governance & Timeline

New, permanent course proposals are considered to be a Category II governance change. You should expect the process of getting a new course proposal approved to take several months at minimum. See the Registrar's Catalogue and Curriculum Management website for an explanation of each governance category.

Scheduling for Fall courses is finalized in March, while scheduling for Spring courses is finalized in October. Thus, keep in mind that for new courses to be available to students in an upcoming semester, approvals must be completed prior to those dates.

Note that the governance bodies (CPC, CIC, Faculty Senate, and General Faculty) do not meet over the summer (or other breaks). The sequencing of CPC, CIC, Senate, and General Faculty meetings can create bottlenecks, particularly if there are periods of high-volume business, and so some business may be delayed to future meetings. This could jeopardize the target dates for deployment of programs/courses. Faculty are advised to target an earlier approval date than needed to ensure a smooth and timely approval.

Submitting a New Course Proposal

- **Open a new (permanent) Course Form.**
    - To begin the process of proposing a new permanent course, go to CourseLeaf Course Management (https://nextcatalog.bentley.edu/courseadmin/) and click the green "Propose New Course" button. The Course Form will open in a pop-up window.

- **Complete the required fields.**
    - Fill out each required field (outlined in red). If you are unsure about how to complete a particular field, consult the New, Permanent Course Proposal Template below for guidance or contact the Registrar's Office.
    - See Special Notes below for tips on filling out certain fields.

- **Special Notes:**
  - Attach a course syllabus by clicking the green "Attach Syllabus" button at the top of the form:
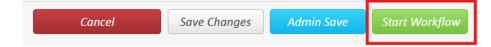

  - When answering certain Yes/No questions, selecting "Yes" will automatically open a text box where you can include more information:

  - In certain fields, clicking the green "+" button allows you to include multiple entries:

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Questions? Contact Geneva Wright (gwright@bentley.edu)
or Sarah Richardson (srichardson@bentley.edu) for assistance

Learning Goals

Learning Outcomes (specific to this course)

	Please list learning outcomes for this course	Describe how the learning outcome will be assessed (e.g. exam, paper, case study)?	
Outcome 1	This is the first learning outcome.	10-page paper	❌⬆⬇
Outcome 2	This is the second learning outcome.	2-hour exam	❌⬆⬇

- **When you have finished filling out the Course Form, save and start the workflow process.**
    - Click the green "**Save and Start Workflow**" at the bottom of the form. This will move your proposal along to the first step in the governance process.
        - NOTE: Certain workflows go to the Department Chair as the first step in the approval process. If you are a Department Chair submitting a course proposal, you may then be required to approve your own proposal before it moves on to the next step. See the ***How to Approve a Proposal*** training document for more information.
    - If you need to leave and finish your proposal later, you can click the white "Save Changes" button instead. However, do not forget to later come back and start the workflow, as your proposal will not enter the governance process until you have clicked the Start Workflow button.
    - NOTE: Once you have started workflow, the proposal will be sent to the first approver for review. If the approver decides to roll the proposal back to you, you will receive a notification email informing you that your changes have been returned. Any accompanying comments about why the proposal was rolled back will be visible on the program form and in the notification email.

New, Permanent Course Proposal Template

Submitter's Name:	
This can be the faculty member who will be offering the course or the department chair or another person who is submitting this form on behalf of that faculty member.	

Proposed Implementation Semester:	
This can be the semester following the semester this form is submitted. The course will not appear in the catalog until the next academic year.	

Category:	
This is the category or level of governance required (Category IA, IB, II, III, or IV). For guidance on which category is most appropriate, see the section on Governance Categories summary, or contact the chair of CIC/Grad Curriculum.	

Subject Code:	
This is the department designator code (AC, FI, EMS, etc.).	

Course Number:	
This number should be a course number that has not been used yet by Bentley. The search function on the course form home page can provide a list of existing courses by subject area. Please contact the Registrar to confirm your proposed course number.	

Is the course Arts and Sciences or Business?	
Only required for certain Subject Codes.	

Originating Department:	

This is the department offering the course.

College:	
Is the course being offered at the Undergraduate, Graduate, or PhD level?	

Program Director:	
Only requested for courses at the Graduate or PhD Program level.	

Course Type:	
Please select Permanent, as this form should only be used to propose new Permanent courses. To propose a Special Topic/Experimental course, fill out the separate Special Topic/Experimental Course Request Form.	

Can this course be applied to an MBA? Y/N:	
Only requested for courses at the Graduate level.	

Course Title:	
This is the title that will appear in the Catalog.	

Credits:	
The standard number of credit hours assigned to each course is 3.	

Was this course taught as experimental? (Y/N):	
Experimental courses can be taught a maximum of two times before they should be proposed as a Permanent course.	

International Travel Course? (Y/N):	
Travel Course Notes (if yes):	

International travel courses must be approved by the Cronin Center. If yes is selected, please provide detail about why this should be a travel course.

Pre-requisite Course(s):	
Co-requisites Course(s):	
Excluded/Equivalent Course(s):	
Prerequisite/Corequisite Justification:	

You have the option of designating specific courses, blocks of courses, or some other restriction as a pre-requisite, co-requisite, or exclusion. For example, a pre-requisite could include any course at the 200-level or above, a minimum number of credit hours completed, or enrollment in a specific major or minor.

Course Description for Catalogue:

This should be a brief paragraph describing the course to students, which will appear in the Catalogue. Keep this description to 200 words or less. Additionally, the course description must remain unchanged unless approved by CIC. Thus, it is recommended that it be written broadly enough so that you can change course requirements, activities, and materials without needing to alter the description every semester.

Notes to Registrar:

This is not required, but if there are unique aspects of the course that the Registrar needs to know to implement the course, you can specify it here. For example, if the Pass/Fail option is not permitted for this course, the Notes would be the appropriate place to attach it to the course. Other examples of notes include whether this is a travel course, off campus, etc.

Course Offering Frequency (select from list):	

If it is unclear how frequently or in what semester the course will be offered, select your best guess.

Explain the rationale for the proposed course or course change:

Provide a brief narrative on why the course is needed. This typically would be viewed from a program or institutional perspective. Note that this narrative can be combined and will overlap with the Impact/Benefits narrative below.

Proposed Focus Designation(s):	☐ Communication Intensive ☐ International Intensive ☐ US Diversity Intensive
Focus Designation Rationale:	

LSM Designation (select from list):	☐ American Studies ☐ Diversity and Society ☐ Earth, Environment and Global Sustainability ☐ Ethics and Social Responsibility ☐ Global Perspectives ☐ Health and Industry ☐ Media Arts and Society ☐ Political Economy and Development ☐ Quantitative Perspectives
LSM Rationale:	

The standards for what is expected of CI courses were established by a faculty committee and can be found here: Communication Intensive Overview.

How does this new course support the mission of the department or program, division, and university curriculum? Specifically, discuss how it supports the strengths and/or addresses the weaknesses in the curriculum:

Provide a statement of perceived benefits of the course. The statement should address how the course supports the mission of the department and university curriculum, how it augments current curriculum strengths, and/or addresses current curriculum weaknesses. The benefits to students could be from the substantive content and skills covered in the class or meeting a requirement in the student's major or core curriculum requirements. This narrative can be combined or overlap with the Rationale narrative above.

Are there any additional costs to this course that students will have to pay (course fees, travel fees, etc.)? (Y/N):	

Please Explain (if yes):

Please specify how this course provides benefits to students:

Please specify the impact on other departments and/or programs:

Your course may have an impact on other departments by adding to an elective list for a major or minor housed in another department.

Have you consulted with other departments for potential overlap with existing courses? (Y/N):	
Please summarize their reactions to the proposal:	

You should discuss your proposed course with other departments that may have content overlap, synergies, or support roles. You will need to provide a brief summary of the comments and reactions from relevant departments.

Are any additional resources needed to support this course? (Y/N):	
Please explain (if yes):	

Please list learning outcomes for this course:
Describe how the learning outcome will be assessed (e.g. exam, paper, case study):
All new courses must have specific learning goals and outcomes. Best practice is to have at least three, but no more than five learning outcomes. For help in creating effective learning outcomes and an assessment map, consult with Erin Kelley, Associate Dean for Assurance of Learning and Accreditation.