CourseLeaf Training Guide:

How to Propose a New Program

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 Program Proposal Template section 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.
- Scroll down to the Entering or Revising Program Requirements section below for assistance with entering course requirements and credit totals. Consult the ***Style Guide*** to ensure that you are using Bentley's standards for entering information into CourseLeaf.
- If needed, create syllabi or other documentation to attach to the proposal.
- If you are proposing a Business major, be sure that you have designated one course as a Communication Intensive.
- Consult with your departmental colleagues, Department Chair, and the Dean(s) for their feedback on the proposal.
- Reach out to other departments to discuss potential overlap with existing programs.
- Reach out to Admissions and Career Services for feedback on the proposal. Some questions that may be helpful to consider include:
    - How might this program help attract more students or different kinds of students to Bentley?
    - What kinds of students might gravitate to this program?
    - What is the job market that this program might serve?
    - What specific feedback from Career Services supports the need/desire for this kind of program?
    - What feedback did you receive from industry partners (either through Career Services, or independently) on the value of this program in the marketplace?
- Attend a Curriculum Planning Committee (CPC) meeting to discuss your proposal.

Governance & Timeline

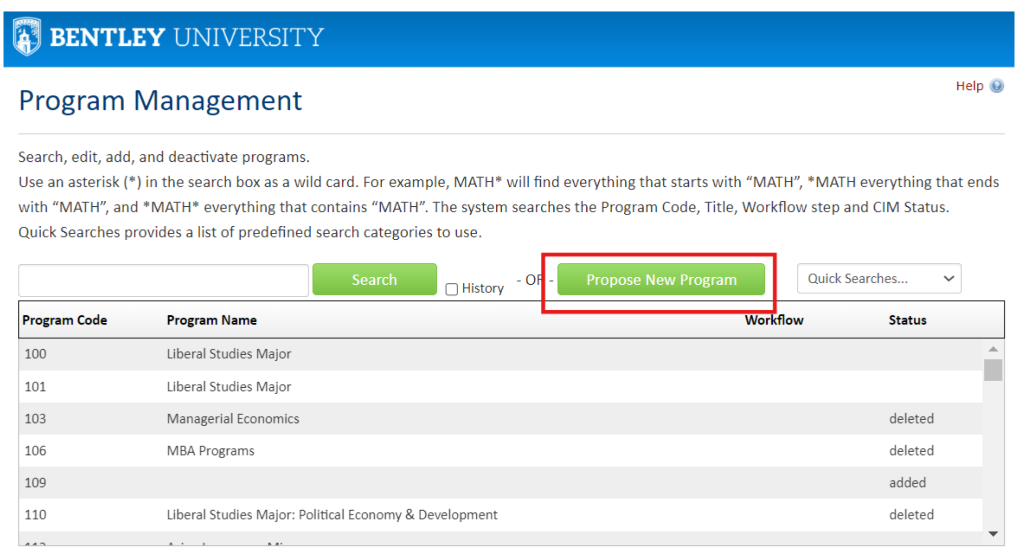
New majors and degree programs are considered to be a Category IA governance change, while new minors and concentrations are considered a Category IB change. These are the highest levels of governance, and so you should expect the process of getting a new program proposal approved to take several months at minimum (in most cases, closer to a year). See the Registrar's [Catalogue and Curriculum Management]() website for an explanation of each governance category.

Please note that new programs can be marketed internally to current students after Senate approval, but marketing to the external community (i.e. prospective students) can only happen after full governance approval has taken place. For UG Admissions to be able to market a new program to potential future students for recruiting in later academic years, final governance must be done by the last General Faculty meeting of the Fall semester.

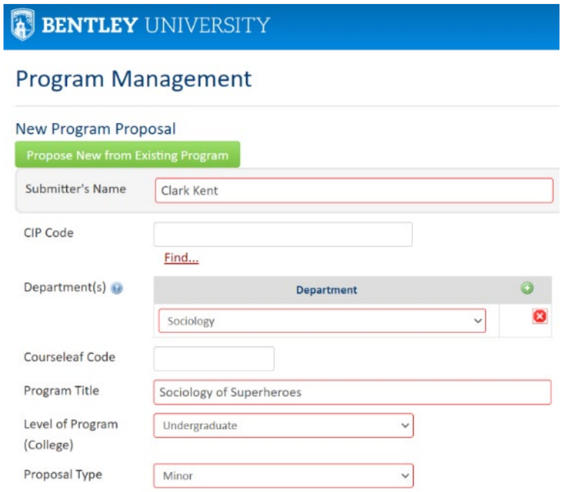
Note that the governance bodies (CPC, CIC, Faculty Senate, and General Faculty) do not meet over the summer (or other breaks). The sequencing of CPC, CIC, Senate, and General Faculty meetings can create bottlenecks, particularly if there are periods of high-volume business, and so some business may be 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 Program Proposal

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

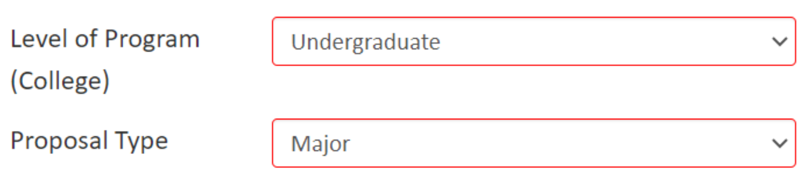


- **Complete the required fields.**
  - Fill out each required field (outlined in red). If you are unsure about how to complete a particular field, consult the [New Program Proposal Template]() section below for guidance or contact the Registrar's Office.
  - See Special Notes below for tips on filling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

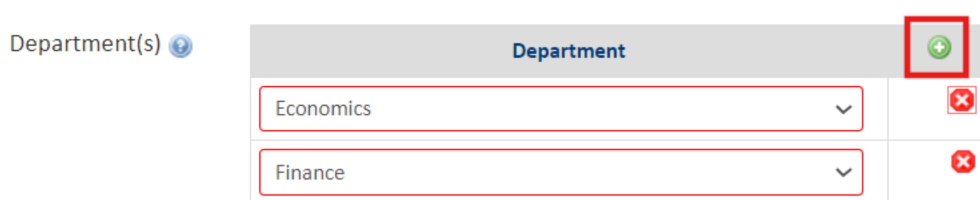


- **Under Program Information, enter the courses and credit totals required for students to complete the program.**
  - The controls for this section can be complicated to use, so scroll down to [Entering or Revising Program Requirements]() below if you need more detailed instructions.

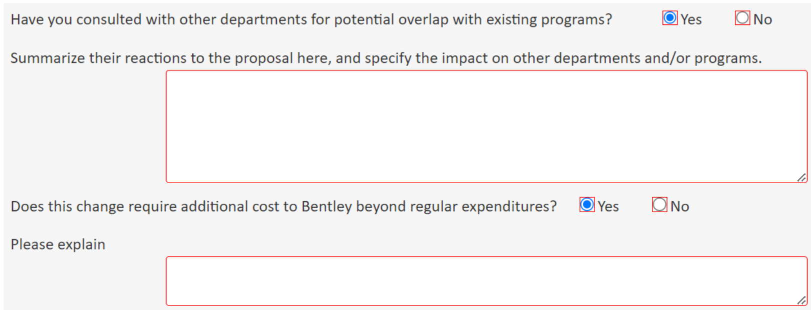
- **Special notes:**
  - "Proposal Type" cannot be selected until you have specified the level for which the program is being submitted (Undergraduate, Graduate, or PhD):



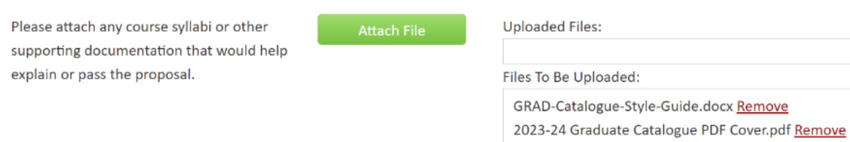
  - For certain fields, clicking the green "+" button allows you to include multiple entries:



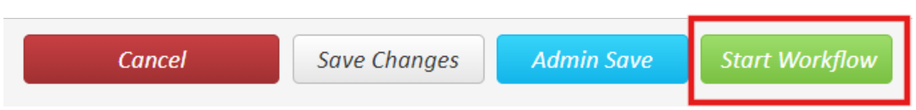
- When answering Yes/No questions, selecting "Yes" will automatically open a text box where you can include more information:



- You can attach course syllabi or other helpful documentation by clicking the green "Attach File" button near the bottom of the form. Note that the form allows you to attach more than one document:



- **When you have finished filling out the Program Form, save and start the workflow process.**
  - Click the green "**Save and Start Workflow**" button 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 program 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 Program Proposal Template

Submitter's Name:	

CIP Code:	Leave this blank when submitting your proposal – it will be determined later in the process.
Every program of study is required to have a CIP code. For help on determining the appropriate CIP code, consult your Associate Dean or the Registrar's office.	

Department(s):	
This is the sponsoring program department. If multi-disciplinary, multiple departments can be included on the program form.	

CourseLeaf Code:	This will be filled in by the Registrar's Office – leave it as-is.
This is the program tag for internal system use. Faculty can leave that as-is.	

Program Title:	
This is the name of the major or program. You should think strategically about the name; students can be apprehensive about signing up for a program if the name does not sound interesting or if it is unclear what the subject matter is.	

Level of Program (College):	
Is the program being offered at the undergraduate or graduate level?	

Proposal Type:	

The options vary depending on if it is an undergraduate or graduate program. For undergraduate programs the proposal options include:

- *Concentration*
- *Degree Program*
- *Major*
- *Minor*
- *Other*

For graduate programs, the proposal options include:

- *Concentration*
- *Degree Program*
- *Graduate Certificate*
- *Graduate Program*
- *Other*

Category of Proposal:	

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.

Brief Description of Program (Major, Minor, Concentration) for Catalogue:

This should be a paragraph or two narrative of the program accessible to students, as this description will appear in the catalogue. For examples of what others have done, see the course catalogue.

Proposed Year of Implementation:	

This is the academic year in which the program will begin to appear in the catalog. Note that once it has passed through governance, current students will have access to the new program (even if the official catalogue has not been published).

Program Learning Outcomes:
Which course(s) are related to these learning outcomes?
All new programs must have specific learning goals and outcomes (LOs). Best practice is to have at least three, but no more than five goals, with 1- 3 outcomes per goal. Additionally, you will need to specify which course(s) in the program help support to achieve the specified learning outcomes through a curriculum map. For help in creating effective learning goals outcomes and a curriculum map, consult with Erin Kelley, Associate Dean for Assurance of Learning and Accreditation.

Degree Requirements – All Program Requirements must present as they would appear in the Catalogue:
This box builds the table for course/concentration/program requirements. For instance, it delineates required program courses, elective courses, and credits required, or outlines concentrations. You are strongly encouraged to seek assistance from the Registrar's Office in building this table.

For Majors: Does this major have specific honors requirements? (Y/N):	
Please list the requirements (if yes):	

Majors & Minors to be excluded:

This specifies what other programs a student may not be allowed to take if taking the proposed program. In most cases this would be due to excessive course or content overlap, but there may be other sensible reasons to exclude students from taking two specific programs. For instance, you would not want to allow a student to major in both Finance and Economics-Finance, or major in Data Analytics and minor in Data Technologies.

Notes for Registrar (not to appear in the Catalogue):

This is not required, but if there are unique aspects of the program that the Registrar needs to know to implement the program, you can specify it here.

Justification for new program proposal:

Provide a brief narrative (no more than a few paragraphs) on why the program is needed. This typically would be viewed from a market or strategic perspective. Note that this narrative can be combined or overlap with the Impact/Benefits narrative below.

Provide a statement of perceived benefits of the program or program revision. The statement should address how the program or revision supports the mission of the department and university curriculum, how it augments current curriculum strengths and/or addresses current curriculum weaknesses, and provides benefits to students.
You should discuss your proposed program (changes) with other departments that may have content overlap, synergies, or support roles. You will need to provide a brief summary of the comments and reaction from relevant departments, as well as outline the impacts on those departments (if at all).

Have you consulted with other departments for potential overlap with existing programs? (Y/N):	
Summarize their reactions to the proposal here, and specify the impact on other departments and/or programs:	

Does this change require additional cost to Bentley beyond regular expenditures? (Y/N):	
Please explain (if yes):	
This is specific to extra costs that may be needed to support the program. Examples may include (but are not limited to) things like co-taught courses necessitating higher teaching expenses, library resources, or Bentley sponsored off-campus trips as part of the program requirements. If things like these apply, you will	

need to elaborate on the need and cost. This does not include additional costs incurred directly to students, for instance software expenses or other fees students pay.

How will this program change impact the frequency of course offerings or number of sections required per semester?
With new programs (or revisions) in most cases there may be an expectation of higher course demand in those areas. How might the new (or changed) program affect the need to offer more sections of key courses? Will course staffing be strained as a result? How can the department effectively manage any potential elevated demand? Are these in areas of unique and hard-to-staff courses?

Entering or Revising Program Requirements

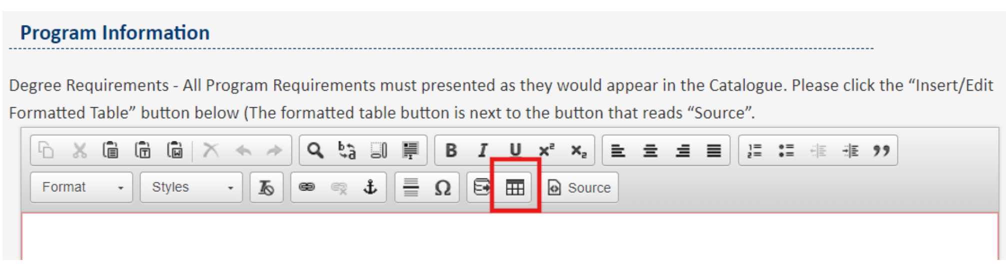
These instructions will assist you when adding or revising a list of course requirements (including required courses, electives, special notes, and credit totals) in the Program Information box on the CourseLeaf Program Form. For best practices in entering program requirements, see the ***Style Guide***.

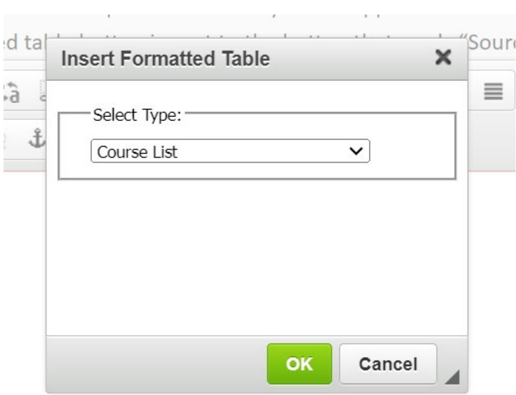
For your convenience, you can use the links below to jump to specific instructions:

- Getting Started
- How to Add Courses
- How to Add a Text Comment
- How to List Course Options
- How to List Alternate Courses
- How to Add a Footnote
- Completing a Course List

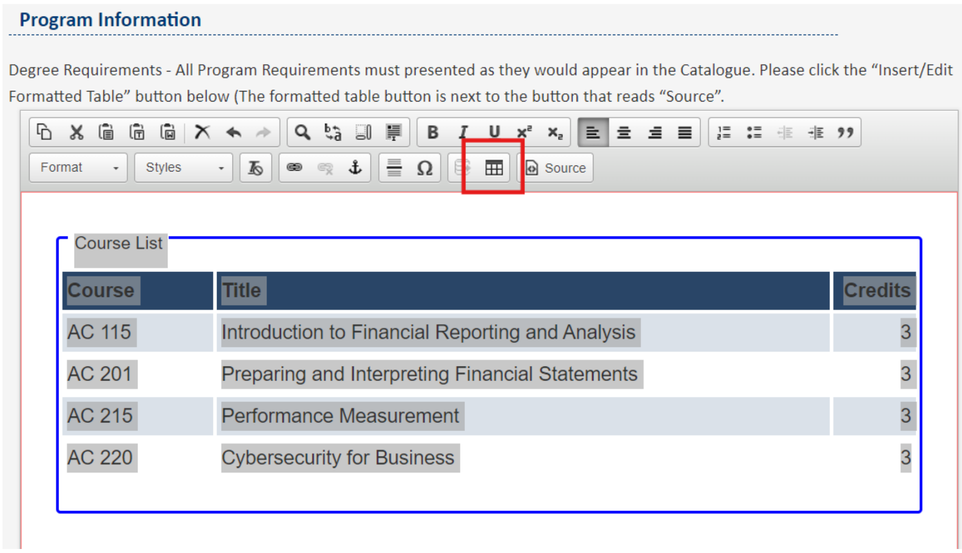
Getting Started

- **First, start a new Course List table OR open an existing table.**
    - If you are starting a new table, in the box under "Program Information", click the "Insert/Edit Formatted Table" icon and select "Course List" from the drop-down:



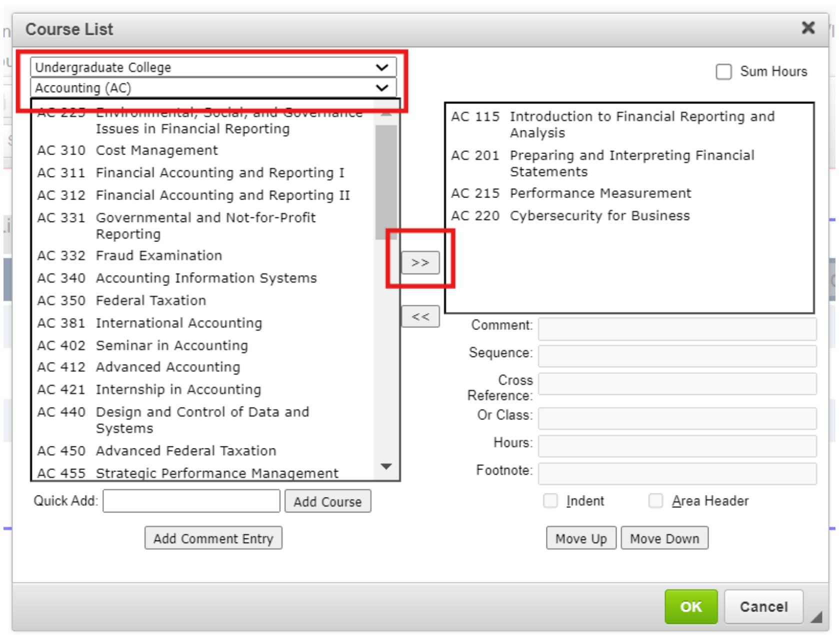


- If you are revising a Course List table that has already been created, double-click the existing table. Alternately, select the table and then click the “Insert/Edit Formatted Table” icon (clicking the icon with nothing selected will only create a new table).



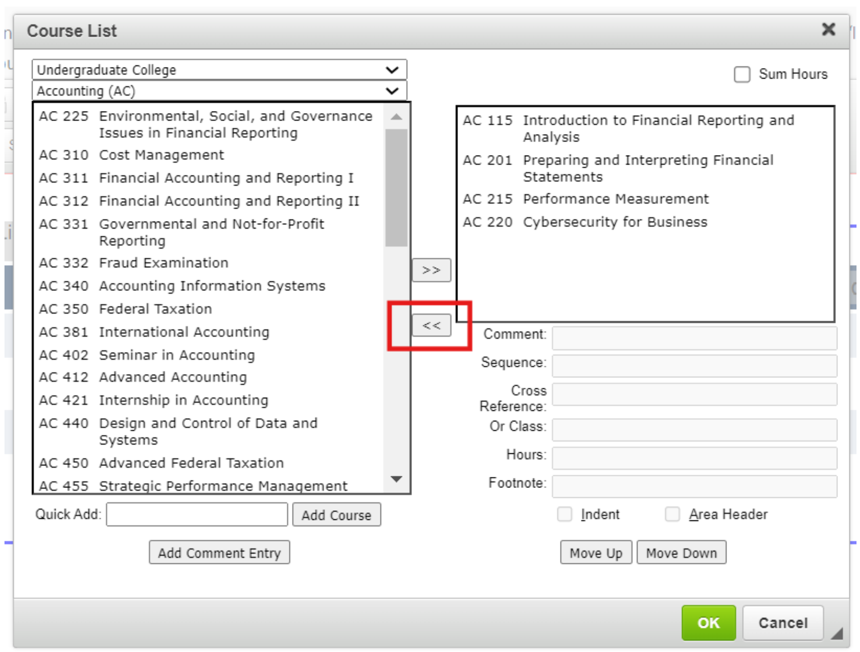
How to Add Courses

- **In the Course List box, find the relevant academic department.**
  - Using the dropdown boxes, indicate the level of courses you are looking for (Undergraduate, Graduate, or PhD), then the relevant Department. Select a specific course, then click the “>>” button to move it into the program requirements box.

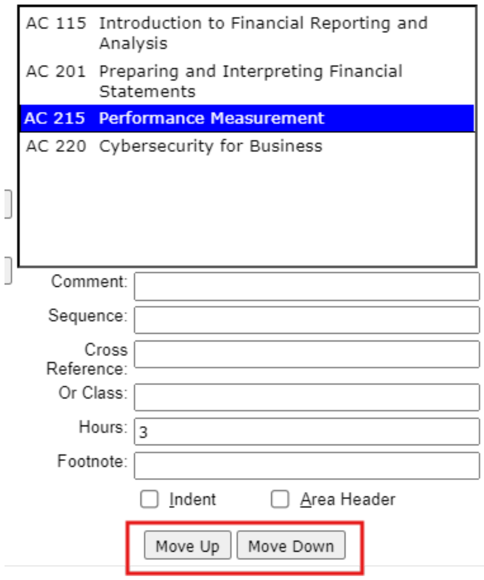


- Alternately, if you know the exact course number, you can add it quickly by typing it into the "Quick Add" box and clicking "Add Course":

- If you make a mistake and add the wrong course, you can easily put it back by clicking the "<<" button:



- The order of the courses can be rearranged by selecting an individual course and clicking "Move Up" or "Move Down".
  - NOTE: Courses should be arranged alphabetically by course code (AC, EC, SO, etc.), then by increasing course number. For more information on best practices, see the ***Style Guide***.

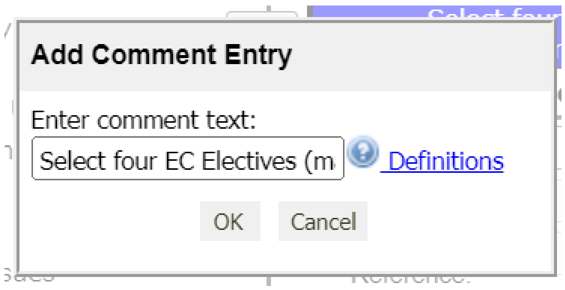


- Once you click "OK", this is how required courses will appear in the Course List table:

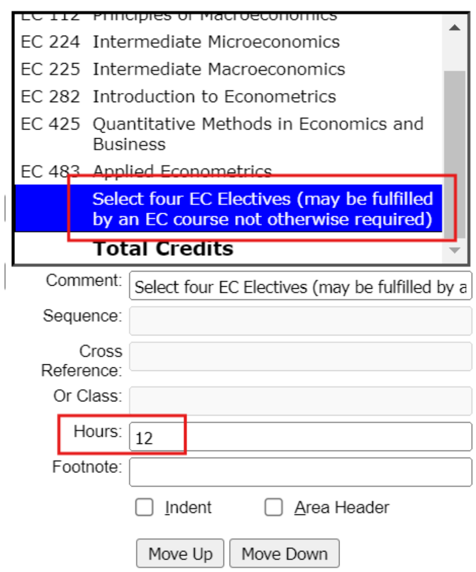
Course	Title	Credits
AC 115	Introduction to Financial Reporting and Analysis	3
AC 201	Preparing and Interpreting Financial Statements	3
AC 215	Performance Measurement	3
AC 220	Cybersecurity for Business	3

How to Add a Text Comment

- **Click "Add Comment Entry", type the comment, then click "OK".**



- **If needed, add the number of credits to the "Hours" box.**
  - For example, if the students are being instructed to select four standard 3-credit courses, you will enter the number "12".
  - Note that you may need to enter a credit range. For example, if students can select one or two 3-credit courses, you would enter "3-6" into the "Hours" box.
  - Keep in mind that some courses are 4 credits.
  - NOTE: When offering students different course options, use the word "select" (ex: "Select two additional AC courses"). For more information on best practices, see the ***Style Guide***.



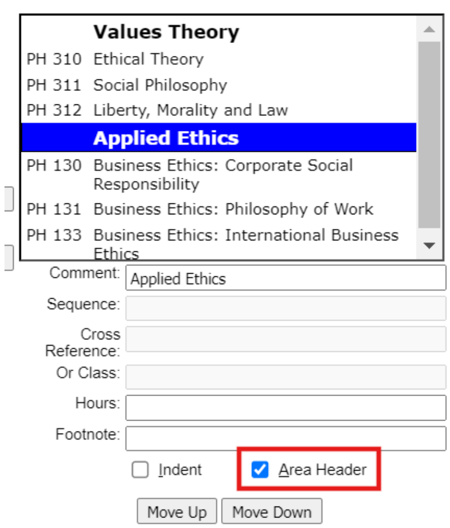
- **This is how the text comment will appear in a Course List table:**

Course	Title	Credits
Required Courses		
EC 112	Principles of Macroeconomics	3
EC 224	Intermediate Microeconomics	3
EC 225	Intermediate Macroeconomics	3
EC 282	Introduction to Econometrics	3
EC 425	Quantitative Methods in Economics and Business	3
EC 483	Applied Econometrics	3
Select four EC Electives (may be fulfilled by an EC course not otherwise required)		12
Total Credits		**30**

- **Note that text comments can also be used as area headers, as seen here:**

Course	Title	Credits
Values Theory		
PH 310	Ethical Theory	3
PH 311	Social Philosophy	3
PH 312	Liberty, Morality and Law	3
Applied Ethics		
PH 130	Business Ethics: Corporate Social Responsibility	3
PH 131	Business Ethics: Philosophy of Work	3
PH 133	Business Ethics: International Business Ethics	3

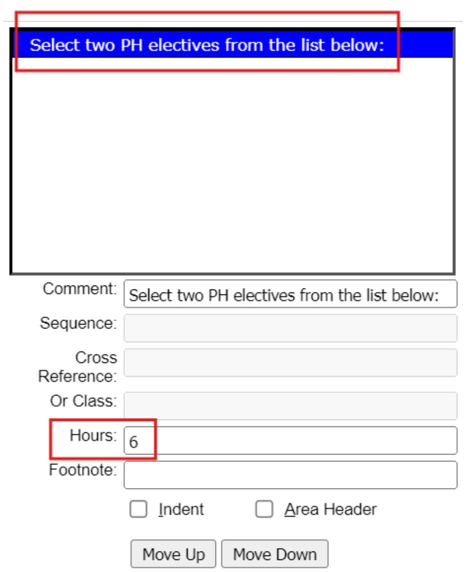
  - If you would like to make an area header bold, check the “Area Header” box:



Course	Title	Credits
Values Theory		
PH 310	Ethical Theory	3
PH 311	Social Philosophy	3
PH 312	Liberty, Morality and Law	3
Applied Ethics		
PH 130	Business Ethics: Corporate Social Responsibility	3
PH 131	Business Ethics: Philosophy of Work	3
PH 133	Business Ethics: International Business Ethics	3

How to List Course Options

- **First, using the instructions for [How to Add a Text Comment](#) above, create an area heading that instructs students to select from the courses below.**
  - Be sure to add the amount of credits that the students will be selecting to the “Hours” box.



- **Next, see [How to Add Courses](#) above to add the relevant course options.**
  - Courses should be arranged alphabetically by course code, then by increasing course number (see the ***Style Guide*** for more information). Click “Move Up” or “Move Down” to rearrange the courses if needed.

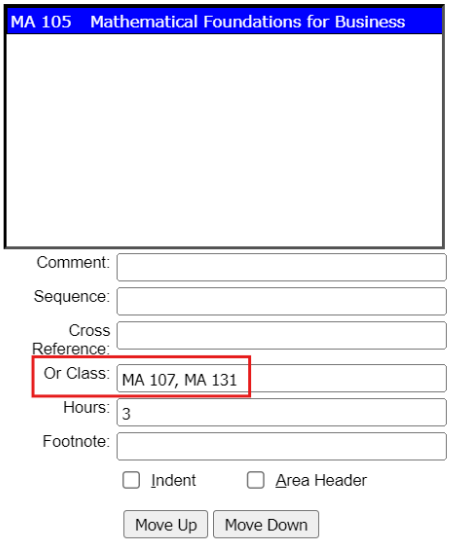
- **IMPORTANT: As the last step, select each course option and check the "Indent" box.**
    - Indenting a course allows it to be displayed as an option/elective under the area heading. If the course is not indented, it will appear as a required course and will add to the total number of credits.

- **This is how the finished list will appear in a Course List table.**
    - Note that the courses have been pushed slightly inward and that they no longer display individual credits – instead, the credits are displayed by the area header:

Select two PH electives from the list below:		6
PH 142	Sports, Games & Values	
PH 162	Love, Sex, and Robots	
PH 190	Friendship & Trust	

How to List Alternate Courses

- **Once a course has been added, select it and type the alternate course into the "Or Class" box.**
    - If you would like to list multiple alternates, add them to the "Or Class" box separated by a comma.

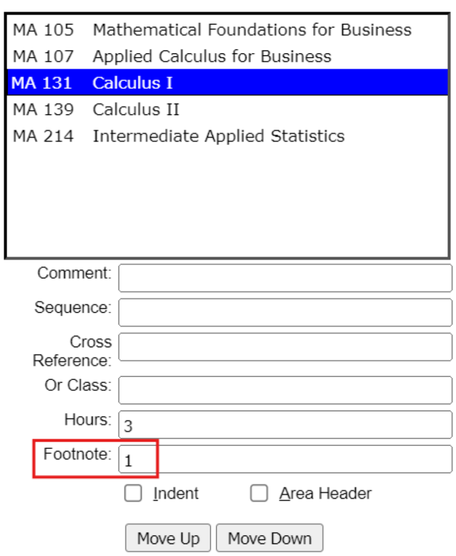


- **This is how it will appear in a Course List table:**

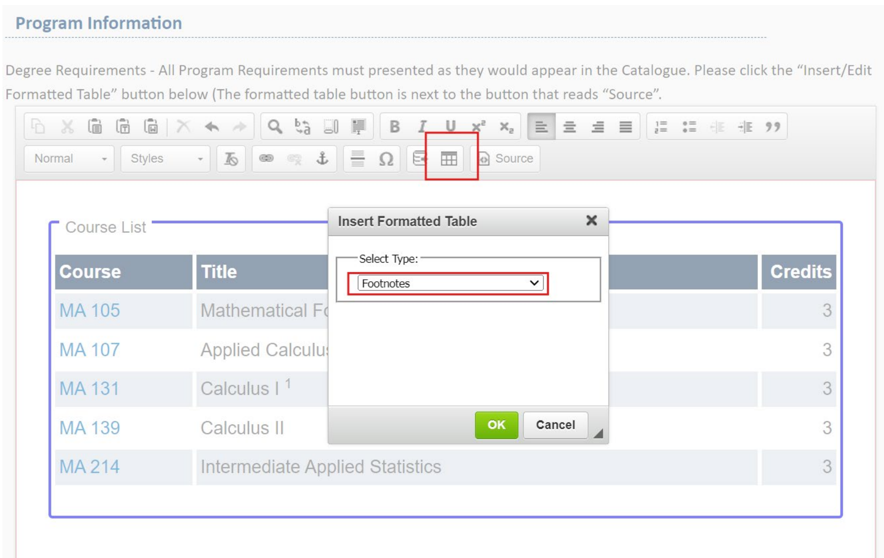
Course	Title	Credits
MA 105	Mathematical Foundations for Business	3
or MA 107	Applied Calculus for Business	
or MA 131	Calculus I	

How to Add a Footnote

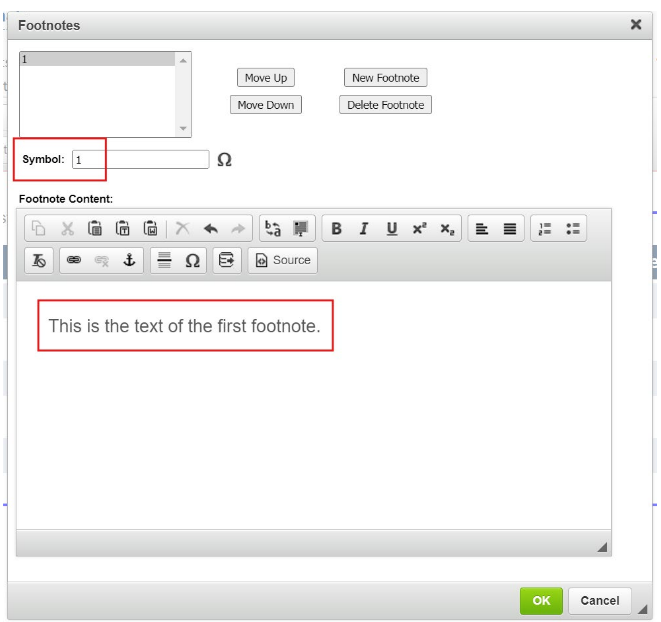
- **Once a course (or text comment) has been added, select it and add the appropriate footnote number to the "Footnote" box. Click OK.**



- **Deselect the Course List by clicking at the bottom of the page, then select the "Insert/Edit Formatted Table" icon to insert a new table underneath the Course List. Select "Footnotes" from the dropdown and click OK:**



- **Add the footnote number to the "Symbol" box and the text to "Footnote Content". When you are finished, click OK.**
  - If you need to add or remove additional footnotes, you can do that by clicking "New Footnote" or "Delete Footnote".



- **This is how the footnote will appear in the program requirements box:**

Course List

Course	Title	Credits
MA 105	Mathematical Foundations for Business	3
MA 107	Applied Calculus for Business	3
MA 131	Calculus I [1]	3
MA 139	Calculus II	3
MA 214	Intermediate Applied Statistics	3

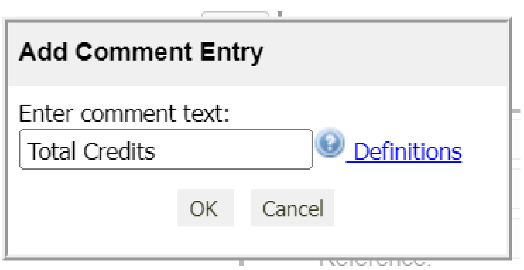
Footnotes

[1] This is the text of the first footnote.

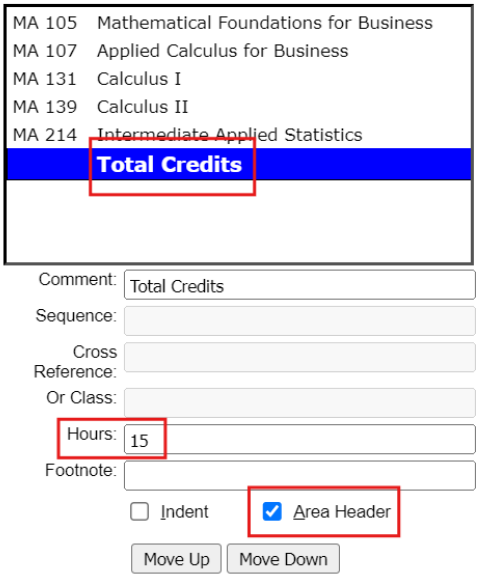
  - NOTE: If the program requirements include multiple footnotes, double-check to ensure that footnote numbers are not reused and that the text is matched to each footnote correctly.

Completing a Course List

- **First, see [How to Add a Text Comment](#) above to add a line for "Total Credits" at the bottom of the Course List.**
  - All program forms should include the overall credit total at the bottom.



- **Add the program credit total to the "Hours" box and check "Area Header":**



- **This is how the Total Credits should appear at the end of the Course List:**

Course	Title	Credits
MA 105	Mathematical Foundations for Business	3
MA 107	Applied Calculus for Business	3
MA 131	Calculus I	3
MA 139	Calculus II	3
MA 214	Intermediate Applied Statistics	3
Total Credits		15