

CourseLeaf Training Guide:

How to Update or Change an Existing 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

- Check the existing course form to see if it has an attached **syllabus** and **learning outcomes**. If not, please plan to add these when you submit the revision – course change proposals without a syllabus and learning outcomes will be rolled back by CIC.
 - For assistance with creating a syllabus, 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 proposed changes.
- If needed, reach out to other departments to discuss potential overlap with existing courses.
- Consult with the Cronin Center regarding changes to International Travel Courses.
- Consider whether the updated course should 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 needed, scroll down to the [New, Permanent Course Proposal Template](#) below to review the fields that will be required when submitting your proposal. Consult the [Style Guide](#) to ensure that you are using Bentley’s standards for entering information into CourseLeaf.

Governance & Timeline

Changes and updates to existing courses are either Category III or Category IV changes. Category IV changes include changes to course titles, numbers, prerequisites, and minor changes to course content. Category III changes are substantial revisions to content of existing courses and must be approved by the Curriculum Implementation Committee. 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 updated 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.

Revising an Existing Course Form

- **Find the existing course form.**
 - To begin the process of revising a permanent course, go to CourseLeaf Course Management (<https://nextcatalog.bentley.edu/courseadmin/>) and search for the existing course form.
 - Keep in mind that CourseLeaf’s search functionality can be tricky. If you know the course code or the exact course title, you can search by these and it should come up. However, if you do not know the course code or title, you can try typing 1-2 words that you know to be in the title with an asterisk (*) on each end. For example, searching *tax factors* in the search bar will bring up nothing. On the other hand, searching **tax factors** will bring up AC 753 Tax Factors in Business Decisions:

The screenshot shows the CourseLeaf Course Management search interface. At the top, there is a search bar containing the text '*tax factors*', which is highlighted with a red rectangular box. To the right of the search bar are several buttons: a green 'Search' button, a checkbox for 'Archive', a checkbox for 'History', a '- OR -' separator, and a green 'Propose New Course' button. Further right is a dropdown menu labeled 'Quick Searches...'. Below the search bar is a table with the following columns: 'Course Code', 'Title', 'Workflow', and 'Status'. The table contains one row with the course code 'AC 753' and the title 'Tax Factors in Business Decisions'. The table has a scroll bar on the right side.

- **Edit the course form.**
 - Once you have found the course form you wish to edit, scroll down and click the green “Edit Course” button. The form will then open in a pop-up window.

tax factors Archive History - OR -

Course Code	Title	Workflow	Status
AC 753	Tax Factors in Business Decisions		

[Preview workflow](#)


Viewing: **AC 753 : Tax Factors in Business Decisions**
 Last approved: 07/13/23 6:45 am
 Last edit: 07/12/23 1:54 pm

Catalog Pages referencing this course
[Accounting.\(AC\)](#)

History

- Jul 2, 2018 by William Read (wread)
- Jun 7, 2021 by PJ Dickson (pdickson)

- **Indicate which field(s) are being changed.**
 - At the top of the form, select which field(s) of the course form you are changing. This step is important for ensuring that all approved changes are entered into Workday.
 - Please note that if you select “Other”, a box will open where you can specify what other field(s) you are changing:

 **BENTLEY UNIVERSITY**

Course Inventory

Editing: **AC 753: Tax Factors in Business Decisions**

What are you changing in this proposal?

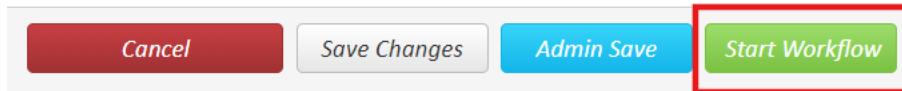
Course Description Course Number
 Frequency Learning Goals
 Other Pre-req / Co-req
 Title

Other - Please Explain

- **Make the changes to the field(s) you have indicated.**
 - If you have questions about particular fields, consult the [New, Permanent Course Proposal Template](#) below for guidance or contact the Registrar’s Office.
- **REQUIRED: Add a course syllabus and learning outcomes (if they do not exist already).**

- If an existing course form does not already have learning outcomes and an attached syllabus, CIC requires that these be submitted when the course is revised.
- IMPORTANT: If you add a syllabus or learning outcomes, please be sure that these changes are reflected in your answers to “What are you changing in this proposal?” at the top of the form.

- **When you have completed your revisions, 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.
 - 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:	
<i>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.</i>	

Proposed Implementation Semester:	
<i>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.</i>	

Category:	
<i>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.</i>	

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

Course Number:	
<i>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.</i>	

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

Originating Department:	
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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):	
<i>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.</i>	

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

Course Description for Catalogue:
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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:

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LSM Designation (select from list):	<input type="checkbox"/> American Studies <input type="checkbox"/> Diversity and Society <input type="checkbox"/> Earth, Environment and Global Sustainability <input type="checkbox"/> Ethics and Social Responsibility <input type="checkbox"/> Global Perspectives <input type="checkbox"/> Health and Industry <input type="checkbox"/> Media Arts and Society <input type="checkbox"/> Political Economy and Development <input type="checkbox"/> Quantitative Perspectives
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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):	
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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):
<i>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.</i>