# NDSU NORTH DAKOTA STATE UNIVERSITY

PROCEDURES/STEPS FOR SUBMITTING PROPOSALS

Individual faculty or academic departments typically initiate the proposal (occasionally requests may be initiated at another level). The Channels for Curricular Approval/Governance (link) document may be viewed to determine through what level approval is needed.

Step One: Select the option below to open the **CIM module** for either programs or courses:
- To Make: New/Existing COURSE proposal/changes (link)
- Make: New/Existing PROGRAM proposal/changes (link)
- To Review Submitted or Approved Proposals (link)

Step Two: Click the CourseLeaf icon to access the CIM module. An NDSU Central Authentication Service (CAS) window will open. Enter your NDSU electronic ID.
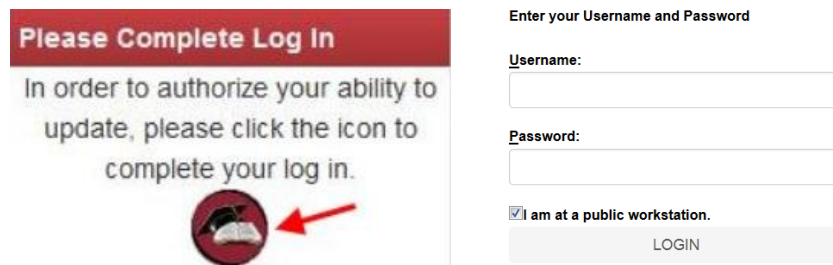
Step Three: The COURSE INVENTORY MANAGEMENT or PROGRAM MANAGEMENT screen will load.
Use the search criteria instructions on the page to access existing courses or programs, click the program when located and begin editing by clicking the green Edit Program button. For a new program or course, click the green Propose New Program or Propose New Course button.
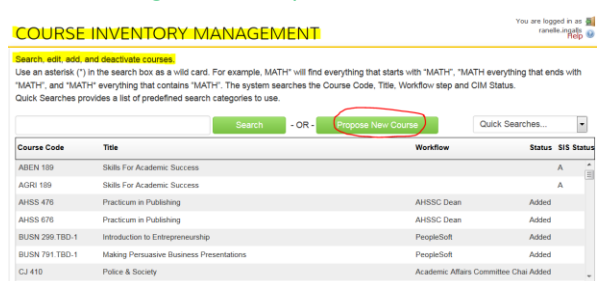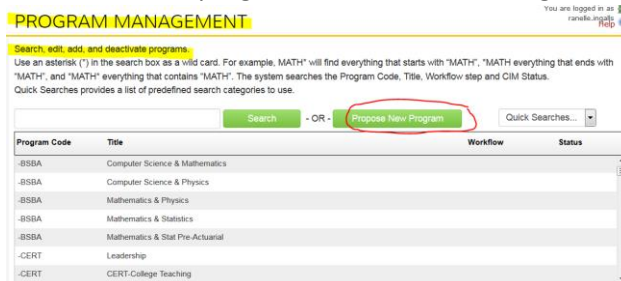
Step Four: An electronic form will open in a new window. Using the various drop down fields, radial buttons, and text boxes, complete the proposal information.
- Ensure the "Justification for request" or "Rationale for change" is complete.
- Supporting documents may be uploaded as attachments.
- When the electronic form is complete, either Save Changes to return later or Start Workflow to begin the evaluation and review process through the various curricular channels.

PROCEDURES/STEPS FOR REVIEWERS

Once Start Workflow is begun, each proposed program/course travels through a workflow of reviewers. The workflow process is adopted from Faculty Senate bylaws, ensuring that each program/course is properly reviewed and vetted by NDSU academic departments, the University Curriculum Committee and Faculty Senate.
- Reviewers receive an email notification from CourseLeaf through their NDSU email account alerting them to the item for review. A link in the email will take the reviewer directly to the CourseLeaf CIM module where the reviewer will log in using his/her NDSU electronic ID.

- Once logged in, the reviewer will see the following

- o Their role in the review process
- o The number of items requiring review and whether the item is a course (courseadmin) or program (programadmin) proposal
- o The USER who submitted the request
- o And three option buttons they may take with the request:
  - A blue **Edit** button – allows the receiver to make additional edits to the proposal if necessary.
  - A red **Rollback** button – rolls the proposal back to the previous person in the workflow list. All rollbacks require a reason for rolling back to be recorded before it will move the item back. An email notification is sent to the previous person alerting them to the rollback.
  - A green **Approve** button – approves what is submitted and continues the proposal to the next reviewer in the process
- The item will load on the screen revealing various information about the proposal.

- o The person submitting the proposal

- The workflow identifying the various levels it has been through (green), the workflow level the proposal currently resides in (yellow) and the other workflow levels it must yet pass through (grey).
- The approval path provides a detailed summary of the user at each workflow level with their name, date and time of activity making the workflow process transparent.