

## Introduction

All changes to programs and courses at Auburn University must be initiated and approved through the CIM application at the below links. CIM is a commercial product built for managing higher education curricula from initiation, through workflow, into inventory and ultimately the bulletin.

These links are published on the UCC page as well.

Programs: <https://nextbulletin.auburn.edu/programadmin/>

Courses: <https://nextbulletin.auburn.edu/courseadmin/>

Security is maintained by AU GID with each CIM user belonging to one or more roles. Figure 2 shows a few of the roles that have been defined for our operation. Roles must be kept up-to-date in order for the approval process to flow normally. The Office of Academic Effectiveness is responsible for making role updates and will periodically ask that roles be reviewed by Associate Deans and Department Heads; however, it is preferable that role changes are communicated to OAE as they occur. Out-of-date roles can result in stranded workflows, as will be further discussed in the Workflow section.

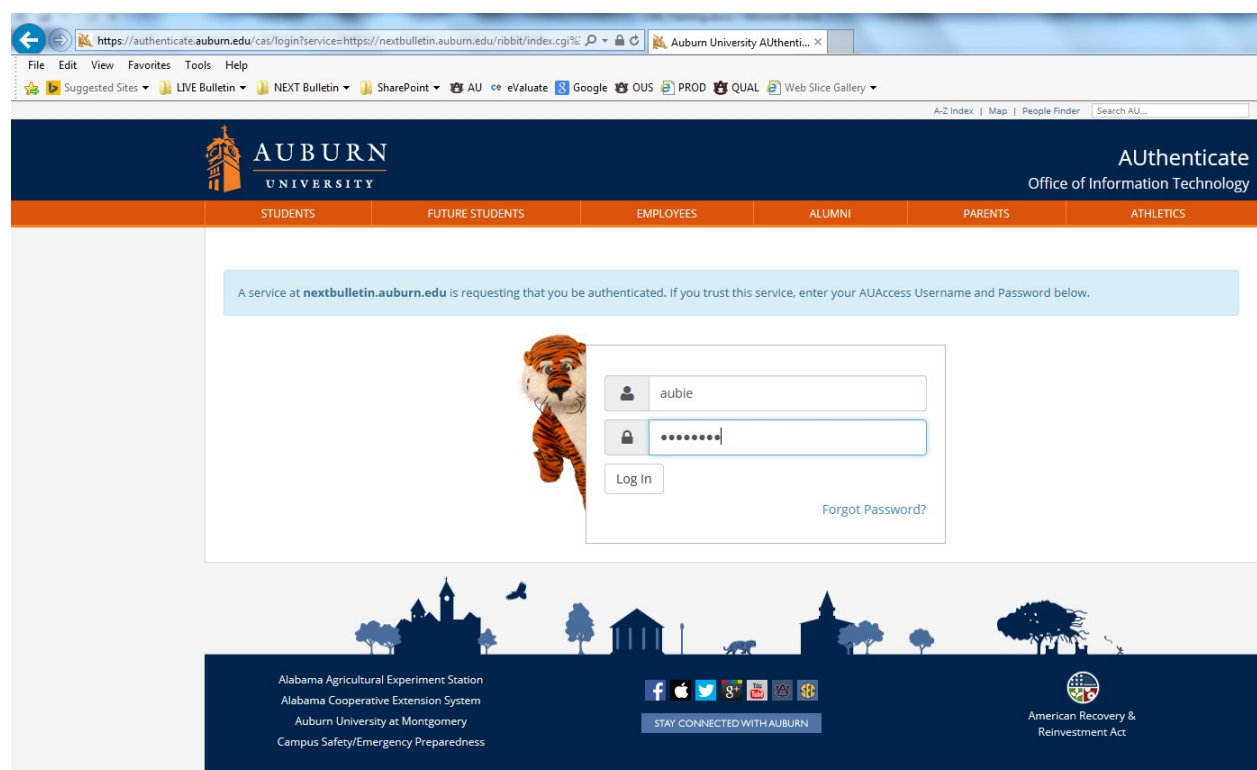


Figure 1 - Authentication through CAS

**CourseLeaf**

Help User: JJT0013 Log Out

### Role Management

**Roles:**

EDUC_Editor	2
EFLT_Chair	1
EFLT_Chair CIM	1
EFLT_Comm	2
EFLT_Editor	1
EFLT_Chair	1
<b>EFLT_Editor</b>	<b>2</b>
ELEC_Chair	1
ELEC_Chair CIM	1
ELEC_Comm	1
ELEC_Editor	1
ELEC_Chair	1
ELEC_Editor	1
Elem_Ed	1
EN Associate Dean	1
EN Chair grad	1

**Members:**

ID	Name
WOLFA1	
VILLASE	

Email:

Done Cancel

Figure 2 - Roles

## Editing Tips

Any faculty or staff may create Programs and Courses and edit those not yet in the workflow cycle. An overview and some tips are provided here, but the full on-line documentation can be accessed by clicking the red Help link or question mark icon on any page, or by visiting <https://help.courseleaf.com/pdf/help-users.pdf>.

The Search box can be used to narrow program or course lists by using the percent sign or asterisk for the wildcard. As seen in Figure 3, %computer% narrows the list to only those entries with the word *computer* in either the Code or the Title. Searches are case-insensitive.

A set of pre-defined Quick Searches can further narrow the lists by status, undergraduate, or graduate.

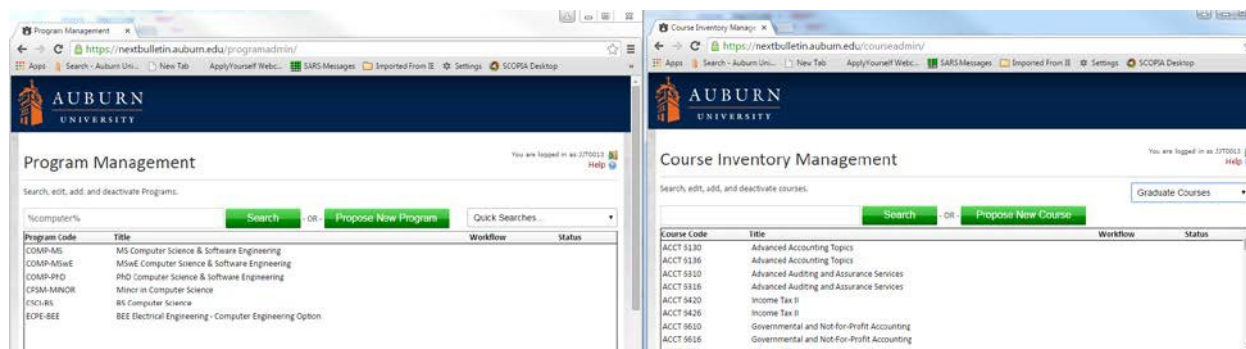


Figure 3 - Program and Course Sample Screens

A text editor for free-form text boxes allows emphasis, subscripts and superscripts, hyperlinks, special symbols, and numbering, among other options. Titles should be kept free of punctuation marks as much as possible due to the data exchanges that occur among systems. While Courseleaf systems are generous with the allowed characters, other systems, including Banner and web pages that link to the data entered here, may not display them properly. Punctuation is subject to removal by administrators if system problems are expected.

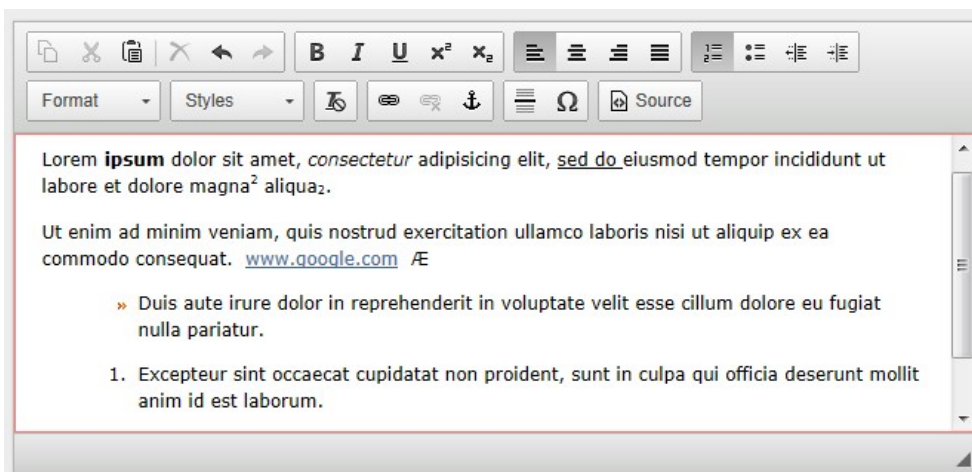


Figure 4 - Examples of Text Editing Features




Figure 5 - Attaching a Document

Where appropriate, supporting documents may be attached from the user's local computer. Every effort should be made to enter all information in the fields provided; however attachments may be useful for showing "before" details that can be used to compare against the current changes, or for attaching emails showing agreements needed from other departments.

Full screenshots of the Program and Course Editing pages are shown in the next two sections.

## Programs


AUBURN  
 UNIVERSITY

### Program Management

Editing: **PHYS-BS**

Proposed Implementation Date: Fall 2014

Proposing College/School: Coll of Sciences & Mathematics

Department: Physics

Program Level: Undergraduate

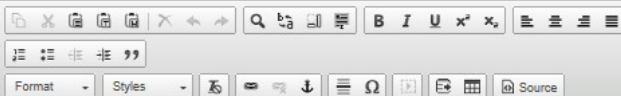
Major Code: Physics (PHYS)

Degree Code: Bachelor of Science (BS)

Program Title: BS Physics


CIP Code: 40.0801 Physics, General. [Find...](#)

Program Requirements and Description



Format

Styles



Source

### Curriculum in Physics (PHYS)

Plan of Study Grid

Freshman			
Fall	Hours	Spring	Hours
<a href="#">ENGL 1100</a> English Composition I	3	<a href="#">ENGL 1120</a> English Composition II	3
<a href="#">MATH 1610</a> Calculus I or <a href="#">1710</a> Calculus for Engineering and Science I	4	<a href="#">MATH 1620</a> Calculus II or <a href="#">1720</a> Calculus for Engineering and Science II	4
<a href="#">PHYS 1607</a> Honors Physics I or <a href="#">1600</a> Engineering Physics I	4	<a href="#">PHYS 1617</a> Honors Physics II or <a href="#">1610</a> Engineering Physics II	4
Core Fine Arts	3	Core Humanities	3
	14		14

Sophomore			
Fall	Hours	Spring	Hours
Core Literature	3	Core History II	3
<a href="#">COMM 1000</a> Public Speaking	3	<a href="#">MATH 2650</a> Linear Differential Equations	3
Core History I	3	<a href="#">PHYS 2300</a> Physics Laboratory Skills	2

Are new courses in support of this program being submitted concurrent to this proposal?

☒ Yes
 ☐ No

Figure 6 – Program Example - Part 1

4

Expected Program Outcomes and Assessment Methods:

Format
Styles
B I U x² x₃
List Bulleted Numbered
Link
Source

bulletin correction

Justification for request:

Format
Styles
B I U x² x₃
List Bulleted Numbered
Link
Source

Specific Admission and/or Continuation Requirements:

Format
Styles
B I U x² x₃
List Bulleted Numbered
Link
Source

Relationship of Proposed Program to Other Auburn University Programs:

Will the program support or be supported by other program(s) at Auburn University?
☐ Yes ☒ No

Will this program replace any existing program(s), or specializations / options / concentrations within existing program(s) at Auburn University?
☐ Yes ☒ No

New or Additional Resources / Resource Shifting Required:

Will additional faculty lines be required?
☐ Yes ☒ No

Will new or additional space be required?
☐ Yes ☒ No

Will additional library resources be required?
☐ Yes ☒ No

Will additional GTA support be required?
☐ Yes ☒ No

Supporting Documents:

Attach Documents

Uploaded Files:
Files To Be Uploaded:

Cancel
Save Changes
Admin Save
Save & Submit

Figure 7 – Program Example - Part 2

## Courses



## Course Inventory

New Course Proposal

Editing: **PHYS 2014**

Submitter: User ID: JJT0013 Phone: 334-707-7878

Proposing College/School: Coll of Sciences & Mathematics

Department: Physics (PHYS)

Effective Term: Fall 2014

Subject Code: Physics (PHYS)

Course Number: 2014

Justification for new course: The purpose of this course is to illustrate the Course Inventory Management process, from the creation of the course through the workflow.

Course Title: Physics of the Auburn University Bulletin

Abbreviated Title: Physics of AU

Schedule Type	Contact/Group Hours	Weekly or Per Term?	Credit Hours	Anticipated Enrollment	
Lecture (LEC)	3	Weekly	3	100	✖
Laboratory (LAB)	3	Weekly	1	100	✖
Select...		Select...			✖

Can the course be repeated? ☐ Yes ☒ No

Total Credit Hours: 4


Grading Type: Standard Grades

Prerequisites: Foundations

Prerequisite Courses:

Code	Title	
PHYS 1157	Honors Astronomy	✖

Figure 8 – Course Example - Part 1


Corequisites: 

Code	Title
------	-------

Restrictions:

- ☒ Exclude Freshman
- ☐ Include Freshman
- ☒ Exclude Sophomore
- ☐ Include Sophomore
- ☐ Exclude Junior
- ☐ Include Junior
- ☐ Exclude Senior
- ☐ Include Senior
- ☐ Admission to Teacher Education
- ☐ Exclude For Non Degree

Other Restrictions:


Admin Restrictions: 

- ☐ NO Auburn Main Campus (SCRRCAM\_NO\_A)
- ☐ NO Montgomery Campus (SCRRCAM\_NO\_M)
- ☐ NO Off Campus (SCRRCAM\_NO\_O)
- ☐ NO AU Affiliated (SCRRCAM\_NO\_X)
- ☒ Auburn Main Campus ONLY (SCRRCAM\_ONLY\_A)
- ☐ Montgomery Campus ONLY (SCRRCAM\_ONLY\_M)
- ☐ Off Campus ONLY (SCRRCAM\_ONLY\_O)
- ☐ AU Affiliated ONLY (SCRRCAM\_ONLY\_X)
- ☐ NO Second Undergraduate Degree (SCRRCLS\_NO\_2D)
- ☐ NO Third Undergraduate Degree (SCRRCLS\_NO\_3D)
- ☐ NO 1st Yr Professional-Audiology (SCRRCLS\_NO\_A1)
- ☐ NO 2nd Yr Professional-Audiology (SCRRCLS\_NO\_A2)
- ☐ NO 3rd Yr Professional-Audiology (SCRRCLS\_NO\_A3)
- ☐ NO 4th Yr Professional-Audiology (SCRRCLS\_NO\_A4)
- ☐ NO Graduate Provisional (SCRRCLS\_NO\_GP)
- ☐ NO Graduate (SCRRCLS\_NO\_GR)
- ☐ NO 1st Yr Professional-Pharmacy (SCRRCLS\_NO\_P1)
- ☐ NO 2nd Yr Professional-Pharmacy (SCRRCLS\_NO\_P2)
- ☐ NO 3rd Yr Professional-Pharmacy (SCRRCLS\_NO\_P3)

Course Description:

Insights into the Physics that drive the Auburn Bulletin process.


30 words remaining

May Count Either: 


Code	Title
------	-------

or


Code	Title
------	-------

Affected Program(s): 

Program Type	Program Title	Requirement or Elective?
Select...		Select...

Overlapping or Duplication of Other Units' Offerings: 

☐ Yes ☒ No

Resources 

Free-form field for documenting Resources.

Figure 9 – Course Example - Part 2

Course Objectives/Outcomes

Free-form field for documenting Objectives and Outcomes.

Is this course considered University Core? ☐ Yes ☒ No

Course Content Outline

Free-form field for the Course Outline.

Assignments / Projects

Free-form field for Assignment and Project detail.

Rubric and Grading Scale

Free-form field for details of the Grading Scale.

Attachments

[Attach Documents](#)

Uploaded Files:

Files To Be Uploaded:

Figure 10 – Course Example - Part 3



## Common Topics

- Any data entry field outlined in red is required. An error message will indicate the required fields when an attempt is made to submit a form with missing data.
- Browser compatibility issues can come and go with Windows updates. At present, CIM is not supported on Internet Explorer 10 or older, or IE11 in Compatibility Mode.
- The Effective Term dropdown contains Spring terms, but these are only allowed for graduate level changes. Undergraduate program and course changes must always be effective in a Fall term to coincide with DegreeWorks academic year definitions.
- Separate proposals are required for combined undergraduate and graduate (5000/6000) courses, because they require different workflow routes.
- The email volume is high from CIM, especially for associate deans and other committee members whose curriculum purview is wide. The email subject line indicates whether action is required or whether the notification is only informational.
- Notifications for course changes can come from seemingly unrelated colleges. For example, if a change is proposed to COMM 1000, Public Speaking, the committees for more than 70 different programs will be notified because they reference it in their curriculum.

## Workflow

Any program or course that is created or updated in CIM is subject to an approval process before becoming part of Auburn University's inventory. The designated faculty or staff for the department creates or updates the page and clicks the Save & Submit button to move it to the first role in the workflow process. Each Approver will receive an email in turn, and can click the link to take action.

-----Original Message-----  
From: Catalog Editor [mailto:auburn@notify.courseleaf.com]  
Sent: Thursday, July 30, 2015 10:32 AM  
To: Julia Thompson  
Subject: [CIM Courses] Course Changes: CHEM 5310: Learning Assistant Pedagogy \*\* YOUR REVIEW IS REQUIRED\*\*  
|  
JJT0013:  
  
There are pending course change proposals awaiting your review, including  
CHEM 5310: Learning Assistant Pedagogy.  
  
Please visit:  
<https://nextbulletin.auburn.edu/courseadmin/?code=CHEM%205310>  
to review the changes and provide your feedback.  
  
Please forward this email to Kevin Snyder (kts0004@auburn.edu) or call  
334-844-4900 for assistance.  
  
Thank you.  
Office of Undergraduate Studies

Figure 11 - Sample Email for an Approver

Upon clicking the link in the email (or by visiting <https://nextbulletin.auburn.edu/courseleaf> directly) the current user will arrive at the CourseLeaf Approval Page. Because many users belong to more than one role, and because the system is not always able to tell in which role the current user is acting, the first

step should always be to select the correct role from the Your Role dropdown near the top of the page. It is wise to click the Refresh List icon next to the dropdown if the webpage has been open for a while or if several users are actively working on the same program or course at the same time.

From the approval page, the user can click Approve to move the workflow forward to the next Approver, Rollback to return the workflow to the previous Approver with comments, or Edit to make changes and move forward. Some roles are only FYI, meaning no action is required.

For non-FYI roles, the workflow **will not** move forward without approval from the user(s) in that role unless an administrator performs an overriding approval. For unimpeded operation and clean audit trails, it is imperative that roles be kept current and that Approvers respond in a timely manner.

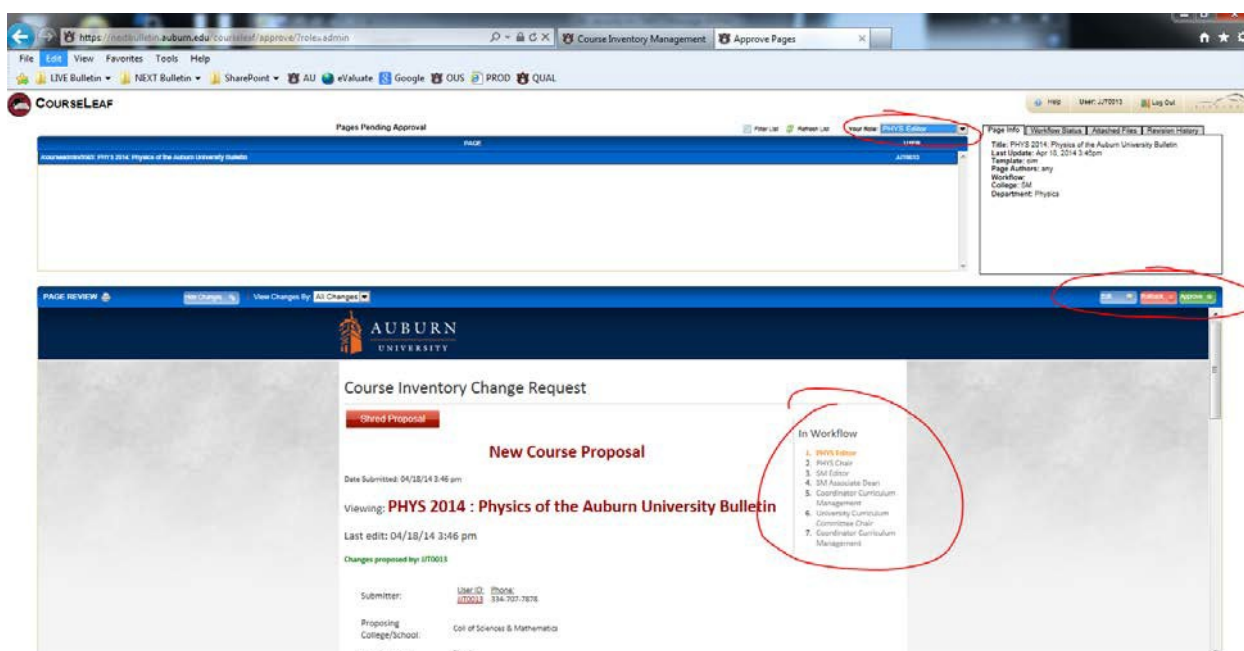


Figure 12 - Workflow Approval at the Editor Step

Rollback Page

Rollback to:  
JJT0013

Comment/Reason:  
Please provide more details in the Course Objectives/Outlines and add the co-requisite.

Rollback Cancel

Figure 13 – Rollback Example

From: Catalog Editor <Auburn@notify.courseleaf.com> Sent:

To: Julia Thompson

Cc:

Subject: [CIM Courses] Changes Returned: PHYS 2014: Physics of the Auburn University Bulletin

JJT0013:

The changes that you submitted for PHYS 2014: Physics of the Auburn University Bulletin have been returned to you:  
Moving back to the beginning.

You may make further edits to the course by visiting:  
<https://nextbulletin.auburn.edu/courseadmin/?code=PHYS+2014>

For questions or additional information regarding this email, please reply to this email ([willif2@auburn.edu](mailto:willif2@auburn.edu)) or contact Fawn Willis (334-844-4900).

Thank you.

-- CourseLeaf

Figure 14 - Sample Email Sent for a Rollback

The history of the workflow builds up with each step and can be viewed at the bottom of the program or course. The rollback comments are not editable, even with assistance from support. To change a comment is to revise history, and it is not allowed.

JJT0013 (04/21/14 9:53 am): Rollback: Testing Rollback.  
JJT0013 (04/21/14 10:02 am): Rollback: Moving back to the beginning.

Figure 15 - Example of Workflow History

The entire workflows for programs and courses are shown in Figure 16. The words “Dept” and “Col” are placeholders to be filled dynamically with the department and college codes in which the program or course resides. In our Physics examples in this document, the department is PHYS and the college is SM.

Steps marked with an asterisk have conditional attributes; for example, they may be activated only when the change is related to Distance Learning or the Honors College, or undergraduate versus graduate, or they may be FYI only.

ID	Name	ID	Name
Dept Editor*	Program Proposal (Preliminary)	Dept Editor*	Program Proposal
Dept Chair*		Dept Chair*	
Col Associate Dean*		Col Curriculum Committee 1*	
Biggio Center*		Col Curriculum Committee 2*	
Office of the Provost*		Col Undergraduate Curriculum Committee*	
Coordinator Curriculum Management*		Col Undergraduate Curriculum Committee Chair*	
University Curriculum Committee Chair*		Col Graduate Curriculum Committee*	
Graduate Council Curriculum Committee Chair*		Col Graduate Curriculum Committee Chair*	
Provost*		Col Editor*	
Coordinator Curriculum Management*		Col Associate Dean	
Col Associate Dean*		Biggio Center*	
Dept Chair*		RelatedDepts*	
initiator*		Coordinator Curriculum Management	
		University Curriculum Committee*	Role: University Curriculum Committee (38 members)
		University Curriculum Committee Chair*	Role: University Curriculum Committee Chair (1 member)
		Graduate Council Curriculum Committee*	Role: Graduate Council Curriculum Committee (8 members)
		Graduate Council Curriculum Committee Chair*	Role: Graduate Council Curriculum Committee Chair (1 member)
		Coordinator Curriculum Management	Role: Coordinator Curriculum Management (2 members)
		Board of Trustees	Role: Board of Trustees (1 member)
		Alabama Commission on Higher Education	Role: Alabama Commission on Higher Education (1 member)
		Coordinator Curriculum Management	Role: Coordinator Curriculum Management (2 members)
		Office of the Registrar*	Role: Office of the Registrar (1 member)
		Col Associate Dean*	
		Col Editor*	
		Dept Chair*	
		initiator*	

ID	Name
Dept Editor*	Course Proposal
Dept Chair*	
Col Curriculum Committee 1*	
Col Curriculum Committee 2*	
Col Undergraduate Curriculum Committee*	
Col Undergraduate Curriculum Committee Chair*	
Col Graduate Curriculum Committee*	
Col Graduate Curriculum Committee Chair*	
Col Editor*	
Col Associate Dean	
RelatedDepts*	
Biggio Center*	
Honors College 1*	
Honors College 2*	
Office of the Provost*	Role: Office of the Provost (2 members)
Coordinator Curriculum Management	Role: Coordinator Curriculum Management (2 members)
University Curriculum Committee*	Role: University Curriculum Committee (38 members)
University Curriculum Committee Chair*	Role: University Curriculum Committee Chair (1 member)
Graduate Council Curriculum Committee*	Role: Graduate Council Curriculum Committee (8 members)
Graduate Council Curriculum Committee Chair*	Role: Graduate Council Curriculum Committee Chair (1 member)
Coordinator Curriculum Management	Role: Coordinator Curriculum Management (2 members)
Office of the Registrar*	Role: Office of the Registrar (1 member)
Col Associate Dean*	
Col Editor*	
Dept Chair*	
initiator*	

Figure 16 - Steps in the Workflows

# Explanation of BANNER Terms

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**Title:** This is the title that appears in the Bulletin.

**Abbreviated Title:** This is the title that appears in most on-line listings such as Banner student transcripts. The abbreviated title should be abbreviated in a way that makes the course title clear to the average user (for example, a potential employer reading a student transcript). The length for the title is limited to 30 characters. Do not use periods. Other punctuation, such as commas and hyphens should be used as appropriate. Use Roman numerals to designate first, second, third course in a sequence (e.g. ENGLISH COMPOSITION I, ENGLISH COMPOSITION II, etc.).

**Levels:** Ensure that the level(s) listed for a specific course are correct. 1000, 2000, 3000 and 4000-level courses may only be offered at the undergraduate level. 5000-level courses are only for Undergraduate programs with a 5th year (Architecture) and undergraduate courses offered with parallel graduate course. 6000-level courses are for Graduate and Professional level, and 7000 and 8000-level courses are Graduate-level-only courses.

**Maximum and Minimum:** The maximum and minimum credit values indicate the number of credit hours for the course. Most fixed-credit courses are Max Credit 3 and Min Credit 3; this is the default. However, some courses may be offered or taken for a credit value within a range (e.g. 1-3) and that range is indicated here.

**Connector:** The code establishing the relationship between the maximum and minimum credit. The default is Fixed. Variable credit courses are courses where the student may choose the number of credit hours for a specific offering of the courses. Alternate courses are where the course may be offered only 1 or 5 credits. "To Be Arranged" courses are courses where the department will set the number of credit hours on a section by section basis.

**Maximum Repeat:** The maximum credit obtainable by repeating the course. Note that this is NOT the number of times a course may be repeated, but the maximum credit possible for a course. For most courses the MAX Repeat is the same as the MIN and MAX (3credits).

A Max Repeat=99 indicates that a course may be repeated with a change in topic with no upper limit.

**Session Duplicate:** Indicates whether more than one section of the course can be taken during the session of a term. This may be possible in some special problems or special topics courses if there are different topics offered under the same course number but in a different section of the course.

**Grading Rule:** How a grade is calculated in the GPA: either Graduate or Undergraduate (professional courses have undergraduate grade rule).

**Grading Type:** Normal grading (A, B, C, D, F); Pass/fail courses are S/U and Thesis/dissertation courses are TD.

**Term Offered:** The specific terms the course is offered.

**Prerequisites:** This is where prerequisite information is entered for display in the Bulletin. The format used is that of the Bulletin. In Banner, prerequisites and corequisites function as prerequisites and can prevent students from enrolling in a course.

**Corequisites:** This is where corequisite information is entered. A corequisite must be taken the same term as the course.

**Prerequisite with Concurrency:** Prerequisite with concurrency indicates that the course may be taken before or in the same term of the course.

**Description:** The brief description of the course given in the Bulletin is entered here. The description should be written in standard text format. Term information (Fall, Spring, Summer) should not be included in the description text. Also, maximum repeat and change in topic should not be included in the description text. Check to be certain that “Credit will not be given for both COURSE1 And COURSE2” statements are accurate and included everywhere that it is relevant. Interdepartmental courses (STAT/MATH, CMBL/BIOL etc.) are co-listed in the Bulletin only. Banner recognizes only one subject code per course, so these courses are listed twice. The brief description, excluding pre- and corequisites or prerequisites with concurrency, term offerings and credit/contact hours should not exceed 25 words. If you do not keep your Bulletin descriptions brief, the staff preparing the Bulletin will abbreviate them as necessary.

**Activities:** The type of component activities which make up the course offering. The designation code should match the actual course activity type. All 8990 courses are designated as DSR (Dissertation). All 7990 courses are designated as MST (Master’s Thesis). PRA (practicum) and INT (internship) may be used to indicate the same type of activity, at the discretion of the department.

**Contact and Credit Hours:** The number of contact hours for a specific course must be approved by the University Curriculum Committee. The contact hours represent the number of scheduled hours per week associated with the specific activity. The credit hours are number of hours of academic credit given for the successful completion of the course. Contact Hours do not necessarily equal credit hours. For undergraduate courses, the Academic Standards Committee has set the relationship between contact and credit hours as follows: LEC: 1:1; LAB 2:1. Departments may request LAB 3:1 or LAB 4:1 with appropriate justification. For more information, consult: Policy on Contact and Credit Hours.

**Max Enrollment:** The maximum section enrollment associated with an activity, in other words, the number of students per section. This information is important for scheduling the appropriate size of a classroom.

For answers to questions about the UCC, e-mail [bulletin@auburn.edu](mailto:bulletin@auburn.edu).