**Instructions for Departmental Curriculum Coordinator [DCC] Review of CIM proposals**

**[Course Inventory Management module of CourseLeaf]**

As the departmental curriculum coordinator, you should be aware of faculty members within your department who are developing new courses or considering making significant changes to existing courses. If their idea has departmental support, direct them to the CAS Curriculum Development webpage <http://cas.uoregon.edu/curriculum/> so that they can begin work on their comprehensive syllabus.

In the meantime, confirm that they will have access to the CourseLeaf Course Inventory Management (CIM) system when they are ready to enter details of their proposal and upload their syllabus. ***If they are new to CourseLeaf, send an e-mail to the CAS Curriculum Coordinator requesting that a new user be added to provisioning. Be sure to also declare any changes in personnel responsible for curricular oversight so that the roles in workflow can be updated before proposals are submitted.***

With a comprehensive syllabus in hand, the faculty proposer will enter details of their course proposal into the CIM form. *[See CIM Quick Steps for proposers.]* Once they press the **Submit** button, an automated notification e-mail will be sent you, as the person listed with the **DCC Initial Review** role (or the **DCC Final Review** role if the Initial Review role is not filled). The sender of that notification will be identified as CourseLeaf Administrator and it will provide you with a link to the CourseLeaf Approve Pages portal. <https://nextcatalog.uoregon.edu/courseleaf/approve/>

Log on using your **UO ID** [e-mail address prior to @uoregon.edu] and your standard password.

At the top of the **Pages Pending Approval** page, you will see the header **Your Role**:

Click on the down arrow in the box to the right of Your Role: to reveal a list of all those authorized to approve catalog pages or curricular changes. *Currently, catalog approvers are listed by name, while curricular approvers are listed by role identified by department.*

Scroll down the list to find your designated role as **[DEPT] Curric Coord Initial Review** or **[DEPT] Curric Coord Final Review**. Clicking on your role will open a page that lists all courses ready for your review. *Course proposals may come to your approval page from two different directions – as a submission from the proposer for departmental review or as a rolled back proposal with recommendations for improvements from a review committee higher up the workflow. The Approval Path history will help you determine the source and direction.*

Select the name of the course proposal you wish to review and scroll down through the form to read it.

If you wish to correct or add detail to the proposal, click the blue **Edit button** in the upper right. **Enlarge the form** to full screen and proceed with correcting or amending detail within the proposal. *If this is a rolled back proposal, work with the faculty member to make the requested edits. If an improved syllabus is required, the proposer should make their revisions in track changes and save the word doc with the revision date included in the filename. Upload this second syllabus to the CIM form on their behalf.*

**Save changes** before leaving the form. You may return to it within the Approve Pages portal at any time to revise it further.

When amendments and/or revisions have been made, press the green **Approve** **button** at the upper right. This forwards the proposal to the next reviewers in the workflow.