

Proposing Curriculum Changes Courses

Step 1

To propose a change to an existing course, deactivate a course, or add a new course to the curriculum, go to:

<http://future-docs.lclark.edu/cim>

Step 2

Log in using your lclark user name and password (the same one you use for email)

View any course in the curriculum

Step 1

Select the course from the inventory list (scroll down, or search by course subject)

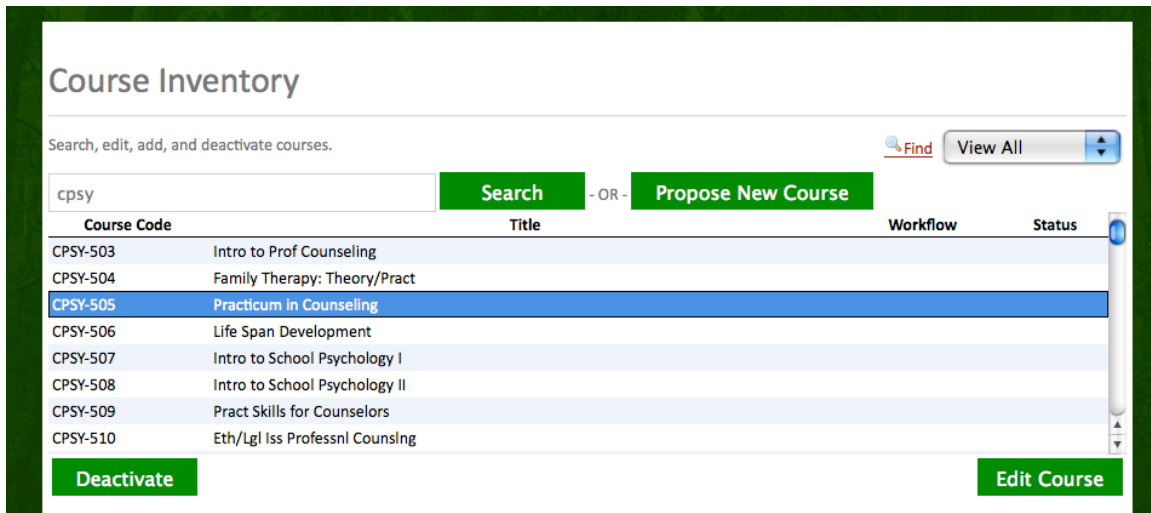


Image 1. Course inventory

Step 2

Scroll down the page to see the course's information, including—if a change has been proposed to the course—what stage of approval the course is at.

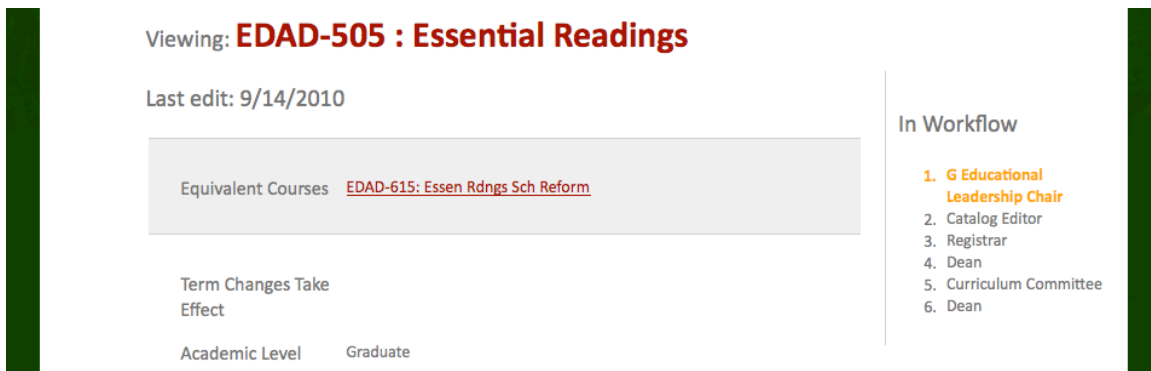


Image 2. A course for which a change has been proposed. The course is now with the Educational Leadership Chair for approval.

Deactivating a Course

Step 1

Select the course from the inventory list (see image 1 above)

Step 2

Click the green button that says **Deactivate Course** (bottom left)

Step 3

Provide your reason for removing the course from the curriculum and click OK to send it to your department chair for approval.

Changing an existing course

Step 1

Select the course from the inventory list (see image 1)

Step 2

Click the green button that says **Edit Course** (bottom right)

Step 3

In the “edit course” window, make any changes you wish to see for this course. If you are changing the courses’ credit hours, you will need to provide additional information about how the change will affect the curriculum and resources. Add your rationale for making the change. You can save your edits and come back to them later by selecting the red “Save” button.

Step 4

Click “**Save and Submit**” to send the proposed change to your department chair for approval. You will not be able to submit until you have filled out all required fields.

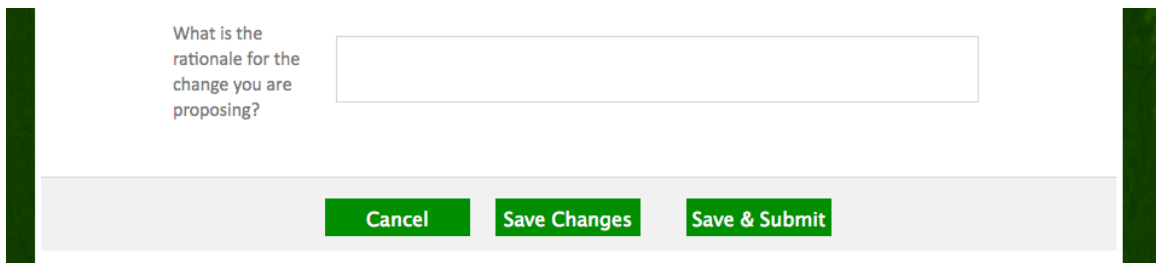


Image 3. Save or Save and Submit

Proposing a New Course

Step 1

After logging in to the Course Inventory, click the green button that says **Propose New Course** (see image 1 above)

Step 2

Fill in all of the information requested about the course you are proposing. You can save your edits and come back to them later by selecting the red "Save" button at the bottom of the window.

Step 3

Attach any files to support your proposal—such as a syllabus or program planning sheet (to show where a required course falls in a program)—by clicking the green "**Attach a File**" button. You can attach as many files as you want.



Image 4. Attach a syllabus or other file

Step 4

Click "**Save and Submit**" to send the proposed change to your department chair for approval. You will not be able to submit until you have filled out all required fields (see image 3 above).