

CourseLeaf

User Guide Course Proposal


New, Revise and Edit Courses

New Course Entry Instructions

Course Form Entry into course leaf instructions. Follow the instructions below for entering a new course.

1. Use the following link to navigate CourseLeaf with your login credentials.
2. Go to <https://next-catalog.csub.edu/courseadmin>
3. Enter User: **csb-admin**/Password: **admin**
4. In the Search field, enter the course you want to enter to ensure it does not already exist.
 - a. To build a course from an existing form, click "**Propose New from Existing Program**" to prefill from an existing program; however, only a few fields auto-populate. Review the information and confirm.
 - b. To edit a program, click "**Edit**" on an existing program, enter example: "**CMPS***" to receive a list of options, then select the program that needs to be edited.
5. For example, type **CMPS 5020**, then click **SEARCH**

The screenshot displays the 'Course Inventory Management' page. At the top, the California State University Bakersfield logo is visible. Below the header, there's a search bar containing 'CMPS 5020'. To the right of the search bar are buttons for 'Search', 'Archive', 'History', and 'Propose New Course'. Below these buttons is a table with columns 'Course Code', 'Title', 'Workflow', and 'Status'. The table currently shows 'No Results Found'.

Note: **Once you leave the cursor resting on the  , a message will appear for all HELP bubbles available as a resource if needed.**

6. Click **"Propose New Course"** to begin entering your course
7. A new screen will appear with the header **"Course Inventory."**

***All fields in boxed RED must be entered; fields are required to enter a new record successfully.**

8. Enter **"Proposer Name"** for example: Last, First
9. Enter **"Proposer Email"** for example: test@csub.edu
10. Enter the **"Proposer Department"** and use the drop-down menu to select.

Course Inventory

New Course Proposal Propose New from Existing Course

Contact

User ID: csub-admin

Proposer Name: Last, First

Proposer Email: test@csub.edu

Proposer Department: Select... (dropdown menu open showing list of departments)

Course Inform

Effective Catalog: Applied Studies

Effective Term: Biology

Contact the Academic P: Business and Public Administration

Subject Code: California State University, Bakersfield

College: Chemistry and Biochemistry

Department: Communications

Course Number: [red box]

Section Course Information: Enter the following information.

11. Enter the **"Effective Catalog"** and use the drop-down menu. Refer to the Academic Program Curricular Calendar for the timeline for effective catalog term.

Course Information

Effective Catalog: Select... (dropdown menu open showing list of catalog years)

Effective Term: Select...

Contact the Academic P: 2025-2026

Subject Code: 2026-2027

12. Enter the **"Effective Term"** and use the drop-down menu.

Course Information

Effective Catalog: 2025-2026

Effective Term: Select... (dropdown menu open showing list of terms)

Contact the Academic P: Select...

Subject Code: Fall 2023

College: Fall 2024

Department: Fall 2025

Course Number: [red box]

- 13.** Enter the **“Subject Code”** and use the drop-down menu. For this example, find “Computer Science (CMPS).

Course Inventory

New Course Proposal

Contact

User ID

Proposer Name

Proposer Email

Proposer Department

Course Information

Effective Catalog

Effective Term

Contact the Academic Program Office

Subject Code

Course Number

5020

Computer Science (CMPS)

- 14.** Enter the **“Course Number.”** You can also use the lookup to ensure the course number is not in use. Refer to the Four-Digit Course Numbering System document on the Academic Planning Manual website.

Contact the Academic Program Office to discuss and identify the program and CIP code

Subject Code

Computer Science (CMPS)

Course Number

5020

Course Numbers in Use

- a. Click **“Course Number in Use”** to view the lookup table.

Contact the Academic Program Office to discuss and identify the program and CIP code

Subject Code

Computer Science (CMPS)

Course Number

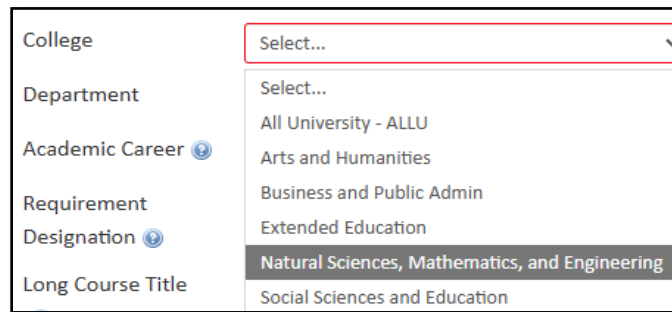
5020

Course Numbers in Use

Course Numbers In Use for Computer Science (CMPS)

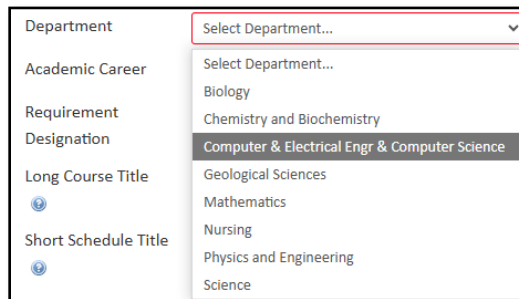
Course Code	Title
CMPS 1200	Basic Computer Skills
CMPS 2000	Introduction to Programming Concepts
CMPS 2010	Programming I: Programming Fundamentals
CMPS 2020	Programming II: Data Structures and Algorithms
CMPS 2120	Discrete Structures
CMPS 2240	Computer Architecture I: Assembly Language Programming
CMPS 2650	Linux Environment and Administration
CMPS 2680	Web Programming I: Client-side Web Programming
CMPS 2770	Special Topics
CMPS 2771	Special Topics Laboratory
CMPS 3120	Algorithm Analysis
CMPS 3140	Theory of Computation
CMPS 3240	Computer Architecture II: Organization

15. Enter “**College**,” which pertains to the course you are entering, and use the drop-down Menu



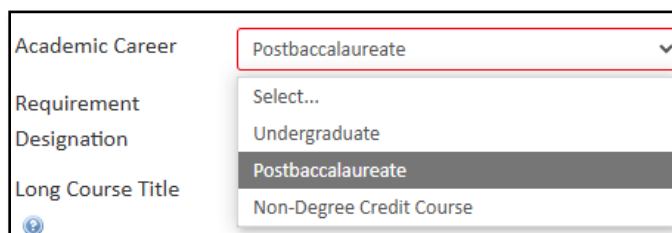
A screenshot of a form with a 'College' label and a drop-down menu. The menu is open, showing a list of options: 'Select...', 'All University - ALLU', 'Arts and Humanities', 'Business and Public Admin', 'Extended Education', 'Natural Sciences, Mathematics, and Engineering' (highlighted), and 'Social Sciences and Education'.

16. Enter “**Department**,” which pertains to the course you are entering, and use the drop-down available for this field. Depending on your chosen College, that all programs in that specific college will populate the drop-down menu.



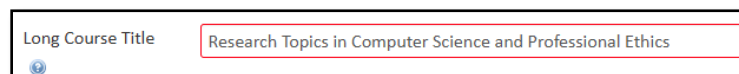
A screenshot of a form with a 'Department' label and a drop-down menu. The menu is open, showing a list of options: 'Select Department...', 'Biology', 'Chemistry and Biochemistry', 'Computer & Electrical Engr & Computer Science' (highlighted), 'Geological Sciences', 'Mathematics', 'Nursing', 'Physics and Engineering', and 'Science'.

17. Enter “**Academic Career**,” which pertains to the course you are entering and the drop-down availability.



A screenshot of a form with an 'Academic Career' label and a drop-down menu. The menu is open, showing a list of options: 'Postbaccalaureate' (highlighted), 'Select...', 'Undergraduate', 'Postbaccalaureate', and 'Non-Degree Credit Course'.

18. Enter “**Long Course Title**”; this field will also appear in the Catalog.



A screenshot of a form with a 'Long Course Title' label and a text input field. The input field contains the text 'Research Topics in Computer Science and Professional Ethics'.

Once you leave the cursor resting on the  , a message will appear: “The long course title appears in the catalog.”

- 19.** Enter “ **Short Schedule Title**”; this field has a 30-character limit. It will also appear in the course schedule and student transcript.

Short Schedule Title	Research Topics, Ethics
	7 characters remaining

- 20.** Enter fixed “Course Units” for the new course.

Course Units	3
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- 21.** Enter “**Rationale for New or Revised Course**” and “**List the two most closely related course offerings. Describe how this course provides a unique offering to students.**” These fields are required; therefore, if you do not have information to add, please enter 'None' or 'Not listed'; otherwise, the record will not be created.

Rationale for New or Revised Course	None
List the two most closely related course offerings. Describe how this course provides a unique offering to students.	Not listed

- 22.** Enter “**Course Description**” This field is the official description published in the catalog.
****Please do not include requirements such as prerequisites.****

Course Description	This course focuses on discussions of current peer-reviewed literature in computer science and related topics. The course is in the format of a journal club and the emphasis will be on research articles published in the last two years. The topics covered in this course will include research processes, research methods, literature searches, literature analysis, scientific manuscripts and software licensing. Each week students will present and lead a discussion of one or more approved peer-reviewed articles. Students will be encouraged to discuss, analyze, critique, and implement the topics in each article. Students must submit reports on their related articles. The course will also focus on professional ethics related to computer science and various forms of data. There will be an emphasis on requirements and regulations for human/animal-subject testing, Institutional Review Board (IRB) approval, consent, conflicts of interest, misconduct, and authorship.
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- 23.** Enter **"Does this course have any pre- or co-requisites?"** If **"No"** is selected, you will not include additional requisites. If **"Yes,"** you will need to enter any of the fields **"Prerequisite,"** **"Co-requisite,"** or **"Prerequisites/Co-requisites."**

Does this course ☒ Yes ☐ No have any pre or co-requisites?

Prerequisite

Co-requisite

Prerequisites/Co-requisites

- b. Enter **"Special Consent."** Does the course require Department or Instructor Consent?, Select the appropriate option from the drop-down menu.

Special Consent

Select...

Department Consent

Instructor Consent

No Consent

Course Repetition Section

- 25.** Enter **"Repeatable for credit?"**
- If **"Yes"** is selected, enter the remaining fields.
 - Enter **"Total Completions"** and **"Total Credits Allowed."**
 - Enter **"Allow Multiple Enroll in Term"** and select **"Yes"** or **"No."**

Course Repetition

Repeatable for credit? ☒ Yes ☐ No

Total completions

Total credits allowed

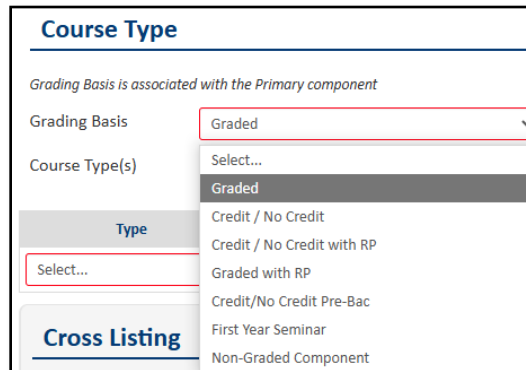
Allow Multiple ☒ Yes ☐ No

Enroll in Term


- 26.** If **Repeatable for credit** is **"No"** is selected, you may proceed to the next section.

Course Type Section

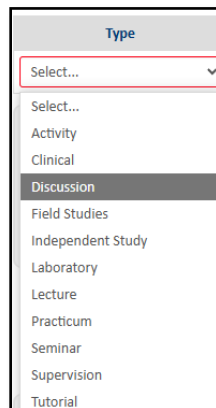
27. Enter the “**Grading Basis**” for this specific course using the drop-down menu.



The screenshot shows the 'Course Type' form. At the top, it says 'Grading Basis is associated with the Primary component'. Below this, there are three main sections: 'Grading Basis', 'Course Type(s)', and 'Type'. The 'Grading Basis' dropdown menu is open, showing options: 'Graded', 'Select...', 'Credit / No Credit', 'Credit / No Credit with RP', 'Graded with RP', 'Credit/No Credit Pre-Bac', 'First Year Seminar', and 'Non-Graded Component'. The 'Graded' option is selected.

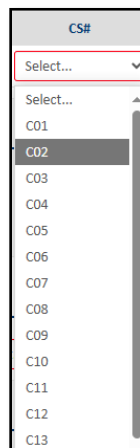
28. Enter the following fields under Course Type. Select the  help bubble for more information and consult with your Associate Dean.

a. Use the drop-down menu to help identify the “**Type**” type.



The screenshot shows the 'Type' dropdown menu. The menu is open, showing options: 'Select...', 'Select...', 'Activity', 'Clinical', 'Discussion', 'Field Studies', 'Independent Study', 'Laboratory', 'Lecture', 'Practicum', 'Seminar', 'Supervision', and 'Tutorial'. The 'Discussion' option is selected.

b. Use the drop-down menu to help identify the “**CS#**” component.



The screenshot shows the 'CS#' dropdown menu. The menu is open, showing options: 'Select...', 'Select...', 'C01', 'C02', 'C03', 'C04', 'C05', 'C06', 'C07', 'C08', 'C09', 'C10', 'C11', 'C12', and 'C13'. The 'C02' option is selected.

Course Type Section

- c. Enter the "**Section Size**" minutes of instruction per Unit per Week.

Type	CS#	Section Size
Discussion	C02	30

- d. Use the drop-down menu to help identify the "**Final Exam**" type.

Final Exam

Select...

Select...

No

Yes

Yes, during last class

- e. Use the drop-down menu to help identify the "**Primary**" type.

Primary

Select...

Select...



Yes



No

- f. Enter the "**Units**" K-Factor WTU/Unit for the course.

Units

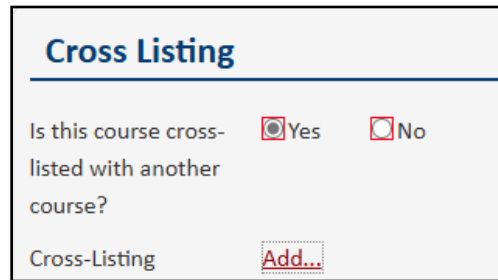
3

- 29.** If a course has an additional component (i.e., Discussion and lab) **Click** on the  To add a row, enter the same options as listed above. If you mistakenly added a row, **click** on the  to remove the row.

Type	CS#	Section Size	Final Exam	Primary	Units	
Discussion	C02	30	Yes, during last c	Yes	3	
Select...	Select...		Select...	Select...		

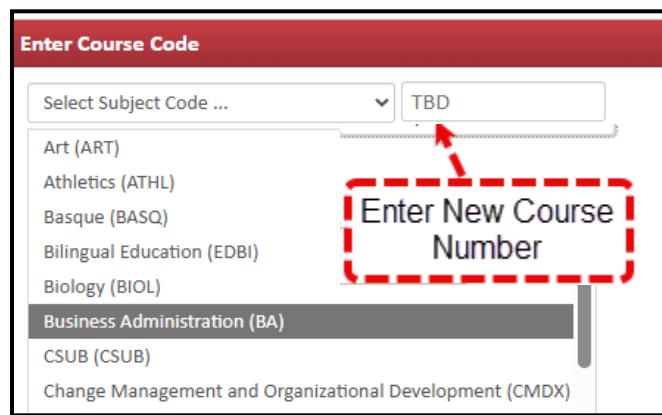
Cross Listing Section

- 30.** Click **"Yes"** if the course needs to be **"Cross Listed."** If **"No"** is selected for a cross-listed course, proceed to the next step.



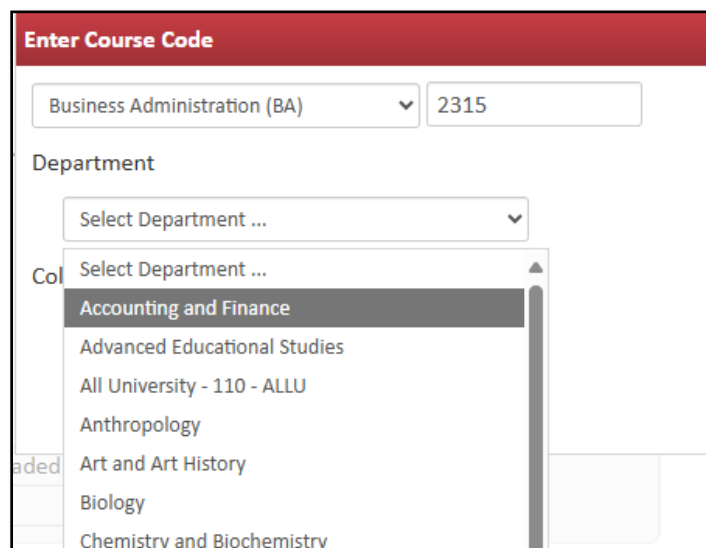
The form is titled "Cross Listing". It contains a question: "Is this course cross-listed with another course?". Below the question are two radio buttons: "Yes" (which is selected) and "No". At the bottom of the form, there is a label "Cross-Listing" and a button labeled "Add..." in red text.

- 31.** To add "Cross-Listing," click **"Add..."** and a window will appear to select **"Subject Code..."** and enter the New Course Number (*numeric characters*).



The window is titled "Enter Course Code". It features a dropdown menu labeled "Select Subject Code ..." with a list of departments: Art (ART), Athletics (ATHL), Basque (BASQ), Bilingual Education (EDBI), Biology (BIOL), Business Administration (BA), CSUB (CSUB), and Change Management and Organizational Development (CMDX). The "Business Administration (BA)" option is currently selected. To the right of the dropdown is a text input field containing "TBD". A red dashed box with an arrow points to this field, with the text "Enter New Course Number" inside it.

- 32.** Enter the appropriate Department using the drop-down option.



This window is also titled "Enter Course Code". The "Select Subject Code ..." dropdown now shows "Business Administration (BA)". The text input field to the right now contains the number "2315". Below these fields is a section labeled "Department" which contains another dropdown menu labeled "Select Department ...". This dropdown is open, showing a list of departments: Accounting and Finance, Advanced Educational Studies, All University - 110 - ALLU, Anthropology, Art and Art History, Biology, and Chemistry and Biochemistry. The "Accounting and Finance" option is currently selected.

33. Enter the appropriate College using the drop-down option. Then **Click**

OK

Enter Course Code

Business Administration (BA) 2315

Department
Accounting and Finance

College
Select College ...
Select College ...
All University - ALLU
Arts and Humanities
Business and Public Admin
Extended Education
Natural Sciences, Mathematics, and Engineering

34. If you need additional cross-listing courses to be added, repeat **step 31**.

Cross Listing

Is this course cross-listed with another course? ☒ Yes ☐ No

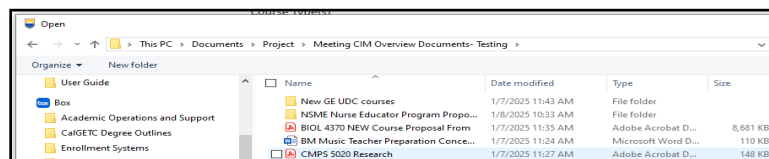
Cross-Listing BA 2315 [\(Remove...\)](#) [\(Edit...\)](#) [\(Make Primary...\)](#) [Add...](#)

Attach documentation from relevant department. [Attach File](#)

Uploaded Files:

Files To Be Uploaded:

35. If additional documents need to be included with your request, upload them by clicking **"Attach File"** and selecting where the document is stored, choose a file, and click **"Open"**.



Typically Offered Section

- 36.** Enter the term/year when the course is “**Typically Offered**,” using the drop-down menu. This field assists with course planning and is required.

Attributes Section

- 37.** Click **Attributes** used for catalog and schedule of classes, by selecting all that apply from the list.

Lower Division General Education	<input type="checkbox"/> GE 1A: English Composition	<input type="checkbox"/> GE 1B: Critical Thinking
	<input type="checkbox"/> GE 1C: Oral Communication	<input type="checkbox"/> GE 2: Mathematical Concept
	<input type="checkbox"/> GE 3A: Arts	<input type="checkbox"/> GE 3B: Humanities
	<input type="checkbox"/> GE 4: Social & Behavior Sciences	<input type="checkbox"/> GE 5A: Physical Science
	<input type="checkbox"/> GE 5B: Biological Sciences	<input type="checkbox"/> GE 5C: Laboratory
	<input type="checkbox"/> GE 6: Ethnic Studies	<input type="checkbox"/> US 1: American Institutions, History
	<input type="checkbox"/> US 2: American Institutions, US Constitution and Government	<input type="checkbox"/> US 3: American Institutions, California State and Local Government
My Math Lab Plus	<input type="checkbox"/> My Math Lab Plus Crse	
	<input type="checkbox"/> Not a My Math Lab Plus Crse	
Interdisciplinary Minor Course	<input type="checkbox"/> Women & Gender Study minor	
My Writing Lab Plus	<input type="checkbox"/> My Writing Lab Plus Crse	
	<input type="checkbox"/> Not a My Writing Lab Plus Crse	
PE Activity Courses	<input type="checkbox"/> PE Activity Courses	
Remediation	<input type="checkbox"/> English Remediation	
	<input type="checkbox"/> Math Remediation	
Teacher Credential Program Ind	<input type="checkbox"/> Not a Teacher Cred Prog Course	
	<input type="checkbox"/> Teacher Cred Program Course	
Upper Division General Education	<input type="checkbox"/> GE 3UD: Arts or Humanities	<input type="checkbox"/> GE 4UD: Social & Behavioral Sciences
	<input type="checkbox"/> GE 5UD: Science	

38. Click **Service Learning and Community Engaged Learning Attributes**, if “Yes” select one of the following:

Service Learning and Community Engaged Learning Attributes	<input type="checkbox"/> Community Engaged Learning	<input type="checkbox"/> Service Learning
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39. Click the “**Course Level**” and select the appropriate level:

Course Level	<input type="checkbox"/> Continuing Education	<input type="checkbox"/> Graduate Division
	<input type="checkbox"/> Lower Division	<input type="checkbox"/> Outgoing Intrnat NSE Conc Cross
	<input type="checkbox"/> Pre-Collegiate	<input type="checkbox"/> Upper Division

- a. Click “**Is this a General Education Course?**” If “**No**,” make your selection and proceed to the “**Additional Questions**” section. If “**Yes**,” proceed to **step 39, “General Education Information.”**

Is this a General Education Course?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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General Education Information Section

- b. In this section, select **GE Course Type** (for courses meeting the GE requirements)

General Education Information

GE Course Type ☐ FYS - First Year Seminar
☐ 1A - English Composition
☐ 1B - Critical Thinking
☐ 1C - Oral Communication
☐ 2 - Mathematical Concept
☐ 3A - Arts
☐ 3B - Humanities
☐ 3UD - Arts or Humanities
☐ 4 - Social & Behavior Sci
☐ 4UD - Social&Behavioral Sci
☐ 5A - Physical Science
☐ 5B - Biological Sciences
☐ 5C - Laboratory
☐ 5UD - Science
☐ 6 - Ethnic Studies
☐ US 1 - American Institutions, History
☐ US 2 - American Institutions, US Constitutions and Government
☐ US 3 - American Institutions, California State and Local Government
☐ GEAR - Graduation Writing Assessment Requirement
☐ JYDR - Junior-Year Diversity Reflection
☐ CAP - Senior Capstone

- c. If applicable, select **"Thematic Course from the following options."**

If applicable, choose a Thematic Course from these options:
Select...
If applicable, choose a
Select...
Theme Q: Quality of Life
Theme R: Revolutionary Ideas & Innovations
Theme S: Sustainability & Justice
If applicable, choose a

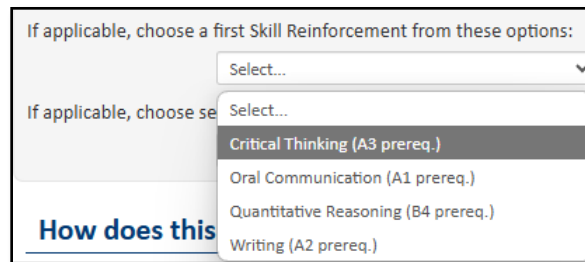
- d. If the course class count is a large group of **85 or more**, click **"Yes"** or **"No"**

Is this a large lecture format course? (Large course 85 proposed class count) ☒ Yes ☐ No


- e. If applicable, select **"Concurrent Skill Connection from the following options"**


If applicable, choose a Concurrent Skill Connection from these options:
Select...
If applicable, choose a
Select...
A1 Co-requisite
A2 Co-requisite
A3 Co-requisite
B4 Co-requisite
If applicable, choose se

- f. If applicable, select **"Skill Reinforcement from the following options"**



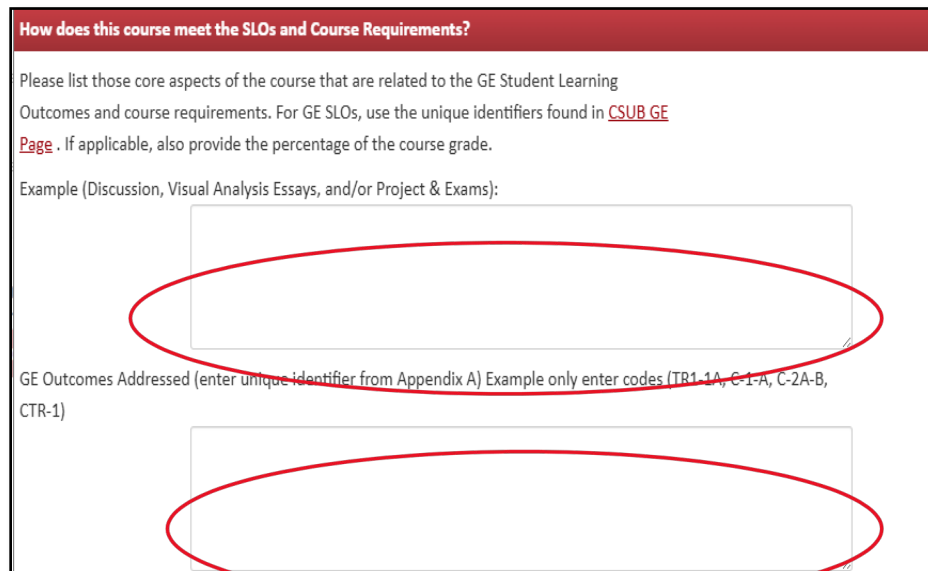
The screenshot shows a web form with two dropdown menus. The first dropdown is labeled "If applicable, choose a first Skill Reinforcement from these options:" and has a "Select..." button. The second dropdown is labeled "If applicable, choose se" and also has a "Select..." button. A list of options is visible below the second dropdown: "Critical Thinking (A3 prereq.)", "Oral Communication (A1 prereq.)", "Quantitative Reasoning (B4 prereq.)", and "Writing (A2 prereq.)". A link "How does this" is also visible.

- g. Add the Student Learning Outcomes (**SLO**) and Course Requirements by clicking the  button, and a window should appear, then, enter the List of course learning outcomes summary. **Enter one for each of the GE SLOs by clicking the plus on each individual.**



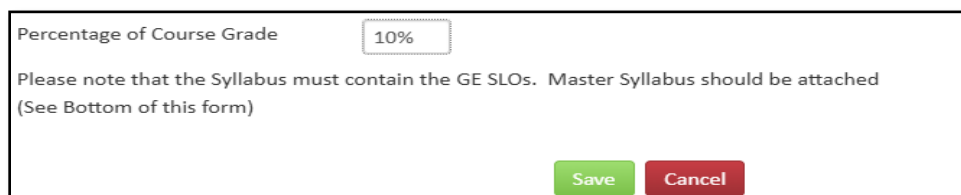
The screenshot shows a red rectangular box. Inside the box, on the left, is the text "Example (Discussion, Visual Analysis Essays, and/or Project & Exams):". On the right side of the box, there is a "Percentage ..." label and a green plus icon in a circle.

- h. Click on the appropriate **Goal** for GE outcomes addressed, then another drop-down list will appear.



The screenshot shows a form titled "How does this course meet the SLOs and Course Requirements?". The form contains instructions: "Please list those core aspects of the course that are related to the GE Student Learning Outcomes and course requirements. For GE SLOs, use the unique identifiers found in [CSUB GE Page](#). If applicable, also provide the percentage of the course grade." Below the instructions, there is a text area with the example "Example (Discussion, Visual Analysis Essays, and/or Project & Exams):" and a red oval highlighting it. Below the text area, there is a label "GE Outcomes Addressed (enter unique identifier from Appendix A) Example only enter codes (TR1-1A, C-1-A, C-2A-B, CTR-1)" and another red oval highlighting the text area below it.

- i. Enter the **percentage** of the applicable course grade, then click **SAVE**.



The screenshot shows a form with a label "Percentage of Course Grade" and a text input field containing "10%". Below the input field, there is a note: "Please note that the Syllabus must contain the GE SLOs. Master Syllabus should be attached (See Bottom of this form)". At the bottom of the form, there are two buttons: "Save" (green) and "Cancel" (red).

- j. If additional SLOs need to be entered, repeat steps **g** through **i**.

- k. Enter a summary of the courses that support **proposed outcomes alignment**.

Rationale: Provide a one-page (maximum) narrative addressing how the components of the course you propose meet the relevant General Education learning outcomes and course requirements.

Additional Questions Information Section

- 40.** Click **Yes** or **No** if the course is an LBST major.

Will this course be a LBST major requirement?

☐ Yes ☐ No

Your course proposal must be accompanied by a program proposal.

- 41.** Click **Yes** or **No** if the course is an accredited preparatory program. If you need additional definition information for this selection, place the icon ⓘ to see the following:

Is this course part of any accredited educator preparation program?



☐ Yes ☐ No

This includes any undergraduate, graduate, post-bac or doctoral program reviewed by the California Commission on Teacher Credentialing or AAQEP

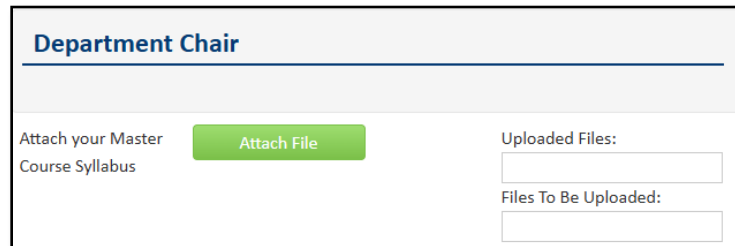
- 42.** Click **Yes** or **No** if you would like to receive an email notification when the course is **fully approved**.

Do you want email notification when the course is fully approved?

☒ Yes ☐ No

Department Chair File Attachment Section

- 43.** If this course is a **NEW Course Proposal**, please use this section to upload any attachments, such as the course syllabi, other approvals, and required documentation according to your process for the Course Proposal.

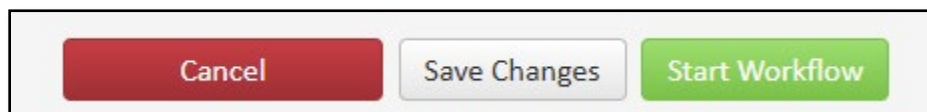


The screenshot shows a web interface titled "Department Chair". Below the title, there is a section for attaching files. On the left, it says "Attach your Master Course Syllabus". In the center, there is a green button labeled "Attach File". On the right, there are two input fields: "Uploaded Files:" and "Files To Be Uploaded:", each with a corresponding text box.

- 44.** Click **Start Workflow** for any course proposals for review and approvals from the department chair, college curriculum committee, or Academic Affairs Committee, GECCO, Dean, Senate approval, and President. Please select the 'Start Workflow' option.

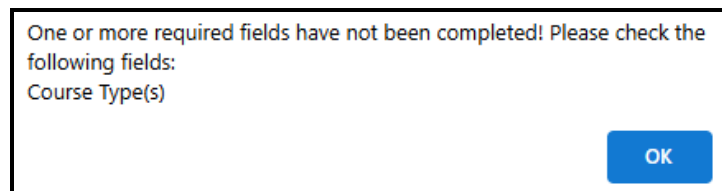
- 45.** Click **Save Changes**. If you do not complete this course, you wish to return and continue working at a later time.

- 46.** If you need to cancel your entry, you can "**Cancel**" a course by simply clicking; you are **NOT** cancelling the course in this draft.



The screenshot shows three buttons in a row. From left to right: a red button labeled "Cancel", a light blue button labeled "Save Changes", and a green button labeled "Start Workflow".

- 47.** If you are only editing a course, you will click "**Start Workflow**." If you receive a notification on your screen, for example, the one below, you must go back and fill in the required fields that were left blank. Then click Start Workflow to see the workflow step, which will now be listed with the course header entered.



The screenshot shows a notification box with the text: "One or more required fields have not been completed! Please check the following fields: Course Type(s)". At the bottom right of the box is a blue button labeled "OK".

- 48.** After filling in all the required fields, an action process will appear, and your course will now be in the **workflow process**.

49. For a Course Proposal, click on **"Start Workflow."** This process will go to the appropriate reviewers and signers based on the settings already in place to approve your course selected in the Course Proposal fields. Click on **"Start Workflow,"** and a prompt window will appear to "Choose Proposals to Bundle." However, if you do not have additional courses to bundle, click **"Start Workflow."**

24. After filling in all the required fields, an action process will appear, and your course will now be in the **Review and approval process**, as we are adding or editing a course.
- Note: If the **"Yes"** is selected in the Additional Questions section, is this course part of any accredited educator preparation program? Then you will notice an approver in the Workflow for **step 3, Education Preparation Coursework Review**. If "No" is the answer to this specific question, then the User should not expect to see it in the Workflow.

The course entry is now complete, pending the necessary approvals.