



Creating New Programs, Majors, Certificates, or Minors with CourseLeaf (CIM)

New Program or Major

The creation of a new program requires external review most of the time. Proponents should contact the Office of the Provost prior to creating a new program to get the necessary paperwork submitted to CPE and for CIP code selection.

After submitting the notification of intent to CPE and receiving approval, a new program may enter the WKU curricular workflow. Proponents must complete the new program form and submit the following:

1. The CPE Pre-Proposal
2. Proposed Budget
3. Library Resource Form
4. Student Learning Outcomes and Measurement Plan
5. Student/Market Demand Research
6. A four-year plan (undergraduate baccalaureate programs only)

The CourseLeaf Program Proposal form outlines each item that must be submitted. Refer to the SACSCOC, CPE, WKU Curricular Workflow sections for approval information.

New Certificates

The creation of a new certificate may require external review. Proponents should contact the Office of the Provost prior to creating a new certificate to determine if SACSCOC and CPE approval is required.

Proponents must complete the new program form and submit the following:

1. Proposed Budget
2. Library Resource Form
3. Student Learning Outcomes and Measurement Plan
4. Student/Market Demand Research

A CPE Pre-Proposal, CPE Full Proposal, and SACSCOC Prospectus may be required and will require additional time, if the new certificate is substantive change. The CourseLeaf Program Proposal form outlines each item that must be submitted. Refer to the WKU Curricular Workflow section for required approvals.

If the proposed certificate includes courses offered by another department/ unit, the head of that department/ unit must be consulted regarding staffing and other resources.

Undergraduate certificates that are 12 hours or more can substitute for minors.

New Minors

A minor is a secondary area of study that is separate from the major and is defined by a set of course and/ or credit hour requirements within a specified discipline or with a clearly defined multi-disciplinary focus. The creation of a new minor requires the following:

1. Proposed Budget
2. Library Resource Form
3. Student Learning Outcomes and Measurement Plan
4. Student/Market Demand Research

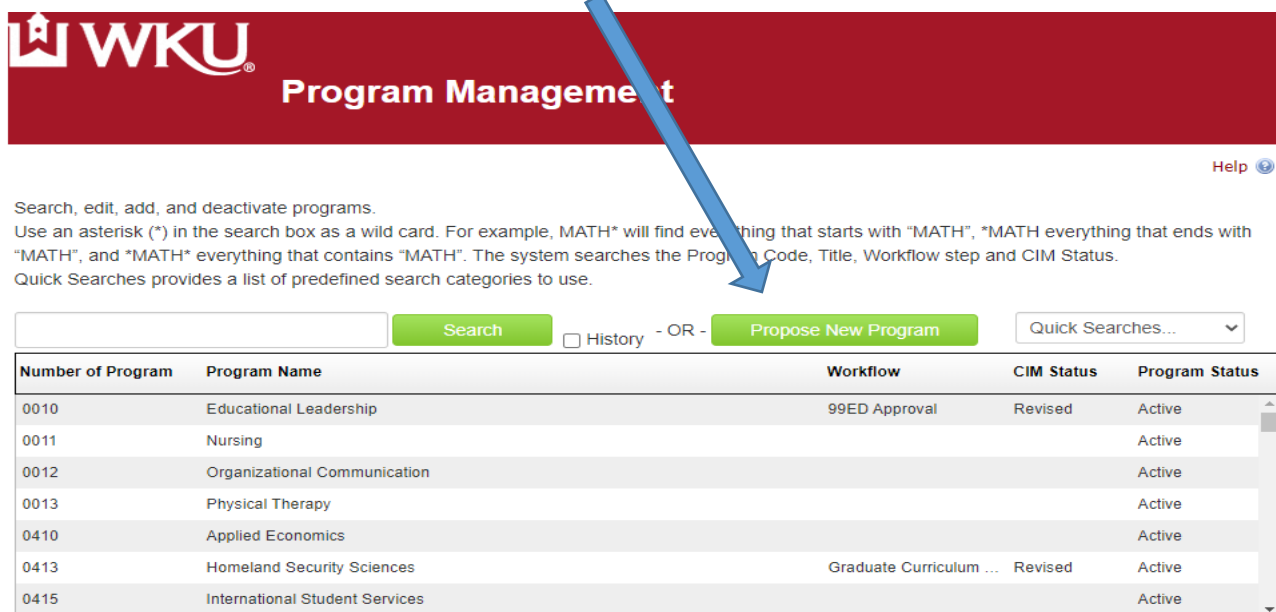
If the proposed minor includes courses offered by another department/ unit, the head of that department/ unit must be consulted regarding staffing and other resources.

When considering total credit hours for an undergraduate minor, keep in mind that students who pursue a minor must have 54 hours total between the major and minor and 48 of those hours must be unduplicated. Therefore, if a student selects a 30 hour major, he or she must have a 24 minor. Minors less than 24 hours may result in exception forms to help the student meet graduation requirements.

The CourseLeaf Program Proposal form outlines each item that must be submitted. Refer to the WKU Curricular Workflow section for required approvals.

CIM Steps

Visit <https://nextcatalog.wku.edu/programadmin/>. You may be prompted to enter your Net ID and password. Select, PROPOSE A NEW PROGRAM from the Program Management screen.



WKU Program Management

Search, edit, add, and deactivate programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

☐ History - OR -

Number of Program	Program Name	Workflow	CIM Status	Program Status
0010	Educational Leadership	99ED Approval	Revised	Active
0011	Nursing			Active
0012	Organizational Communication			Active
0013	Physical Therapy			Active
0410	Applied Economics			Active
0413	Homeland Security Sciences	Graduate Curriculum ...	Revised	Active
0415	International Student Services			Active

After clicking the Propose New Program option, proponents will be required to enter all necessary curricular information. In addition, departments must upload budget information and CPE documents. Answers chosen will generate the workflow for the program. Note: You can contact the Registrar for a reference number or you can enter 0000. A reference number will be assigned prior to implementation. If the department has not completed CPE's Notification of Intent, the form will not submit. CPE must approve any new programs prior to a department proposing through WKU's curricular process.

The screenshot shows a web browser window titled 'New Record - Google Chrome' with the URL 'nextcatalog.wku.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&_id=1594929982776'. The page features a red header with the WKU logo and the text 'Program Management'. Below the header, the title 'New Program Proposal' is displayed. A green button labeled 'Propose New from Existing Program' is visible. The main form area contains several fields and options:

- Proposed Action:** A checkbox labeled 'Active' is checked.
- Contact Person:** A table with three columns: 'Name', 'Email', and 'Phone'. Each column has an input field. A green plus icon is in the top right, and a red minus icon is in the bottom right.
- Term of Implementation:** A dropdown menu with 'Select...' as the current selection.
- Program Reference Number:** An input field.
- Program Type:** A dropdown menu with 'Select...' as the current selection.
- Degree Types:** A dropdown menu with 'Select...' as the current selection.
- Program Name (eg. Biology):** An input field.
- Will this program have concentrations?:** Two radio buttons, 'Yes' and 'No', both of which are unchecked.
- Department:** A dropdown menu with 'Select...' as the current selection.
- Program Coordinator:** An input field.
- CIP Code:** An input field with a 'Find...' link below it.
- Will this program lead to teacher certification?:** Two radio buttons, 'Yes' and 'No'. The 'No' button is selected.

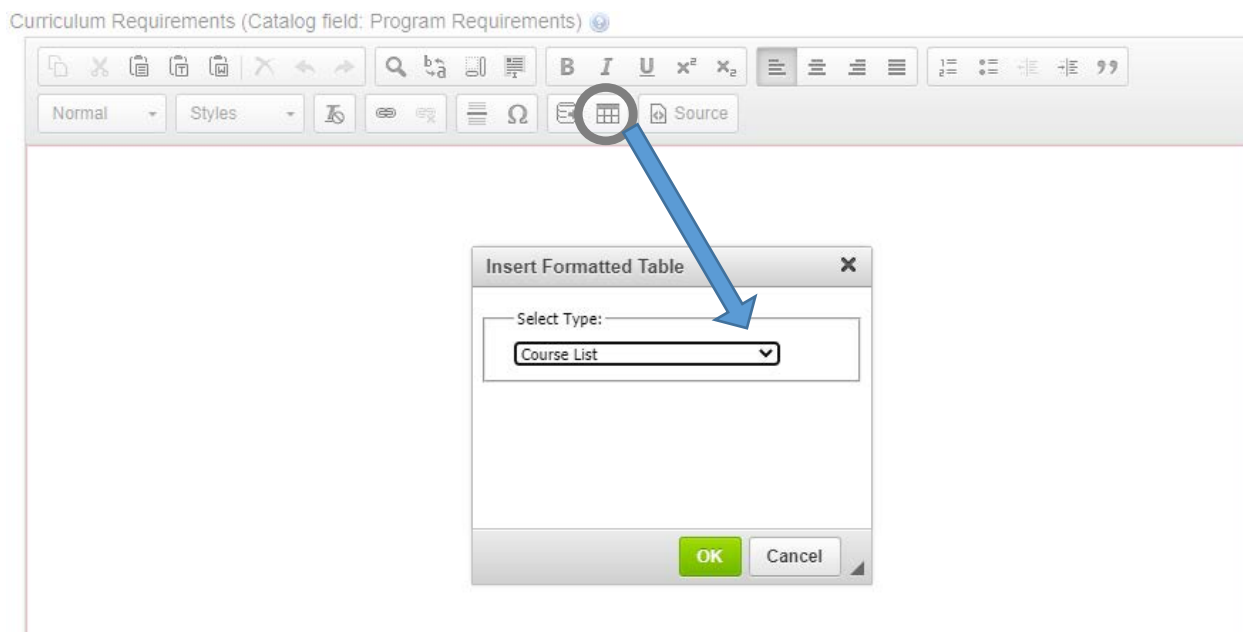
After completing all necessary required fields, "Save and Start Workflow." The new program will be entered into the curricular workflow.

The screenshot shows the bottom of the form with four buttons: 'Cancel' (red), 'Save Changes' (grey), 'Admin Save' (blue), and 'Save and Start Workflow' (green). A blue arrow points from the text 'Save and Start Workflow.' in the previous block to the green button.

Inserting Courses

The Curriculum Requirements field is where the curriculum is outlined for the program. Proponents are free to type information here that relates to the program; however, this area must include a course list of all course requirements.

In the Curriculum Requirements field, click on the table icon. Then, select Course List.



Select the College and Department where most of the courses are located.

Click Sum Hours to get a total for the program.

The 'Course List' dialog box is shown with several annotations. A blue arrow points from the 'Business' dropdown menu to the text 'Select the College and Department where most of the courses are located.' Another blue arrow points from the 'Sum Hours' checkbox to the text 'Click Sum Hours to get a total for the program.' A third blue arrow points from the 'Add Course' button to the text 'You have two options for entering courses. Move them from the course list or add them via the Quick Add.' A fourth blue arrow points from the left arrow button to the text 'If a course is added by mistake, click the arrow to move the course back into the list. It doesn't matter if the course is not in the departmental list.' The course list includes: CIS 141 Basic Computer Literacy, CIS 205 Technology in Society and Business, CIS 226 Introduction to Visual Programming, CIS 243 Principles of MIS, CIS 248 Systems Integration, CIS 320 Personal Information Technologies, CIS 321 Emerging Information Technologies, CIS 369 Cooperative Education in Information Systems, CIS 440 Selected Topics-Information Systems, CIS 449 Independent Study in Computer Information Systems, and CIS 516 Business Computer Applications. The 'Quick Add' field and 'Add Course' button are at the bottom left. The 'Add Comment Entry' button is below it. The right side of the dialog has fields for Comment, Sequence, Cross Reference, Or Class, Hours, and Footnote, along with checkboxes for Indent and Area Header, and Move Up/Move Down buttons. The 'OK' button is highlighted in green.

You have two options for entering courses. Move them from the course list or add them via the Quick Add.

If a course is added by mistake, click the arrow to move the course back into the list. It doesn't matter if the course is not in the departmental list.

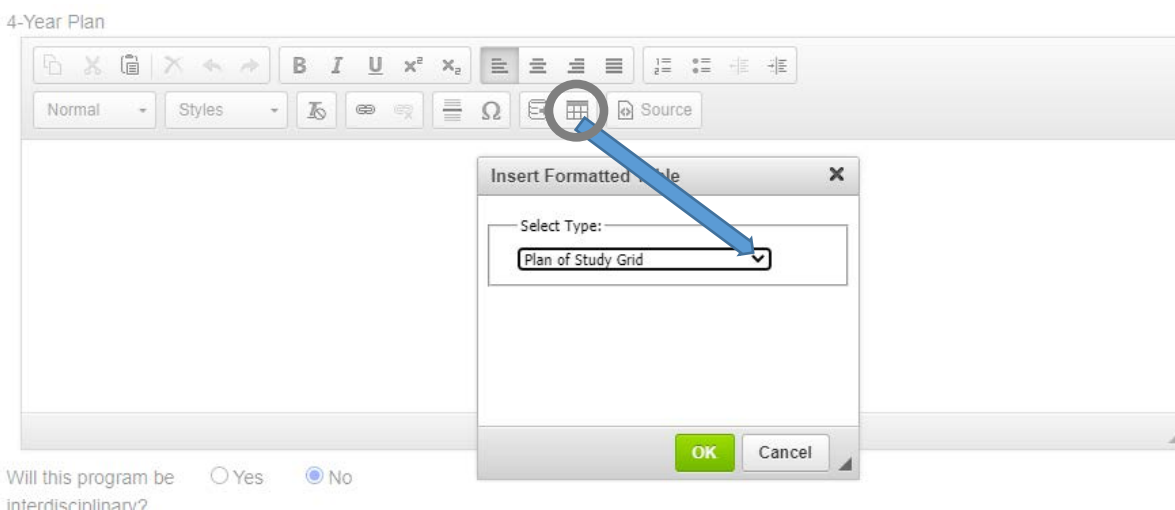
Course List Helpful Hints:

- Quick Add courses outside of your department.
- Use “Add Comment Entry” to enter statements that do not include courses such as “Colonnade – Quantitative Reasoning” or “General Elective.” When entering a generic comment, you must enter the credit hours to the “Hours” field.
- Sometimes programs require students take two courses together like BIOL 113 and 114. Two options are available that accomplish the same goal: (1) Enter the courses separately; (2) Enter one course using the “Quick Add” or “Course Selection” option. Enter the “and” course in the “Sequence” field. Make sure you use the correct prefix and include one space before the course number.
- If courses are OR’d, enter one course using the “Quick Add” or “Course Selection” option. List the string of OR’d courses in the “Or Class” field. Do not include the word “or.” Separate the courses with a comma.
- You can combine “ands” and “ors” by combining the above options.
- Move courses up and down in your list by using the Move Up/Move Down buttons.
- Comments can be inserted next to a course.
- Footnotes appear as small text next to the course.
- Be sure to hit OK to make the plan appear in the proposal.

Entering Four-Year Plans (Baccalaureate Programs Only)

Undergraduate baccalaureate programs are required to enter four-year degree plans for new and revised programs. These four-year plans will load into the undergraduate catalog.

In the 4-Year Plan field, click on the table icon. Then, select Plan of Study Grid.



To build the four-year plan, enter courses by year and semester.

The screenshot shows the 'Plan of Study Grid' window. On the left, a list of courses is shown under the department 'Counseling & Student Affairs (CNS)'. The top course is 'CNS 269 Special Topics in Counseling / Guidance'. Below it are 'CNS 432 Helping Skills', 'CNS 500 College and Career Readiness Foundations', 'CNS 501 College and Career Consultation & Collaboration', 'CNS 502 College and Career Program Development & Evaluation', 'CNS 503 Practicum in College and Career Readiness', 'CNS 548 Principles and Practices', 'CNS 549 Counseling and Consultation', 'CNS 550 Introduction to Counseling', 'CNS 551 Classroom Guidance', 'CNS 552 Testing and Assessment in Counseling', and 'CNS 553 Community Resources in Guidance and Counseling'. At the bottom left is a 'Quick Add' field containing 'ENG 100' and an 'Add Course' button. Below that is an 'Add Comment Entry' button. On the right, a course 'CNS 110 Human Relations' is selected. Below the course name are fields for 'Comment:', 'Sequence:', 'Or Class:', 'Hours:' (containing '3'), and 'Footnote:'. There is an 'Indent' checkbox and 'Move Up' and 'Move Down' buttons. At the bottom right are 'OK' and 'Cancel' buttons. Red callout boxes with blue arrows provide instructions: 'Select the College and Department where most of the courses are located.' points to the department dropdown; 'Select the year and term. Use First Year, Second Year, Third Year, and Fourth Year.' points to the 'Year' and 'Term' dropdowns; 'If a course is added by mistake, click the arrow to move the course back into the list. It doesn't matter if the course is not in the departmental list.' points to the '<<' button; and 'You have two options for entering courses. Move them from the course list or add them via the Quick Add.' points to the 'Add Course' button.

Four Year Plan Helpful Hints:

- Quick Add Specific Colonnade Courses.
- Use “Add Comment Entry” to enter statements that do not include courses such as “Colonnade – Quantitative Reasoning” or “General Elective.” When entering a generic comment, you must enter the credit hours to the “Hours” field.
- Sometimes programs require students take two courses together like BIOL 113 and 114. Two options are available that accomplish the same goal: (1) Enter the courses separately; (2) Enter one course using the “Quick Add” or “Course Selection” option. Enter the “and” course in the “Sequence” field. Make sure you use the correct prefix and include one space before the course number.
- If courses are OR’d, enter one course using the “Quick Add” or “Course Selection” option. List the string of OR’d courses in the “Or Class” field. Do not include the word “or.” Separate the courses with a comma.

- You can combine “ands” and “ors” by combining the above options.
- Move courses up and down in your list by using the Move Up/Move Down buttons.
- Comments can be inserted next to a course.
- Footnotes appear as small text next to the course.
- Be sure to hit OK to make the plan appear in the proposal.