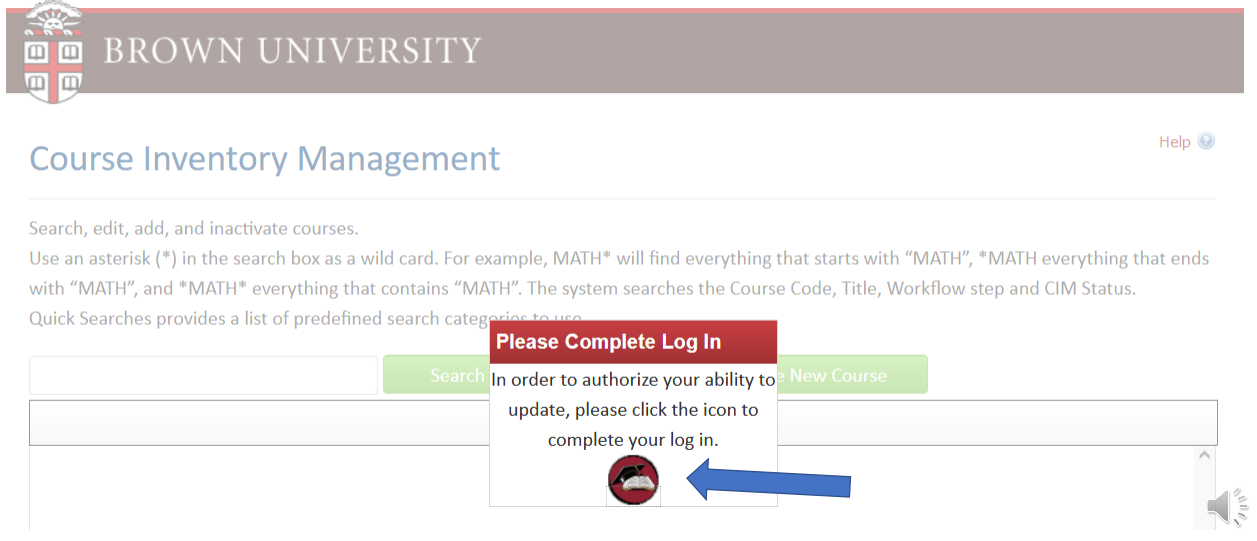Log in to the Course Management Information system with your Brown credentials. The url which you can bookmark is: https://nextbulletin.brown.edu/courseadmin

Click the Courseleaf icon to completely log in.

BROWN UNIVERSITY

Course Inventory Management

Help

Search, edit, add, and inactivate courses.

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 Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use

Please Complete Log In

In order to authorize your ability to update, please click the icon to complete your log in.

NEW COURSES:
Click the Propose New Course button to launch
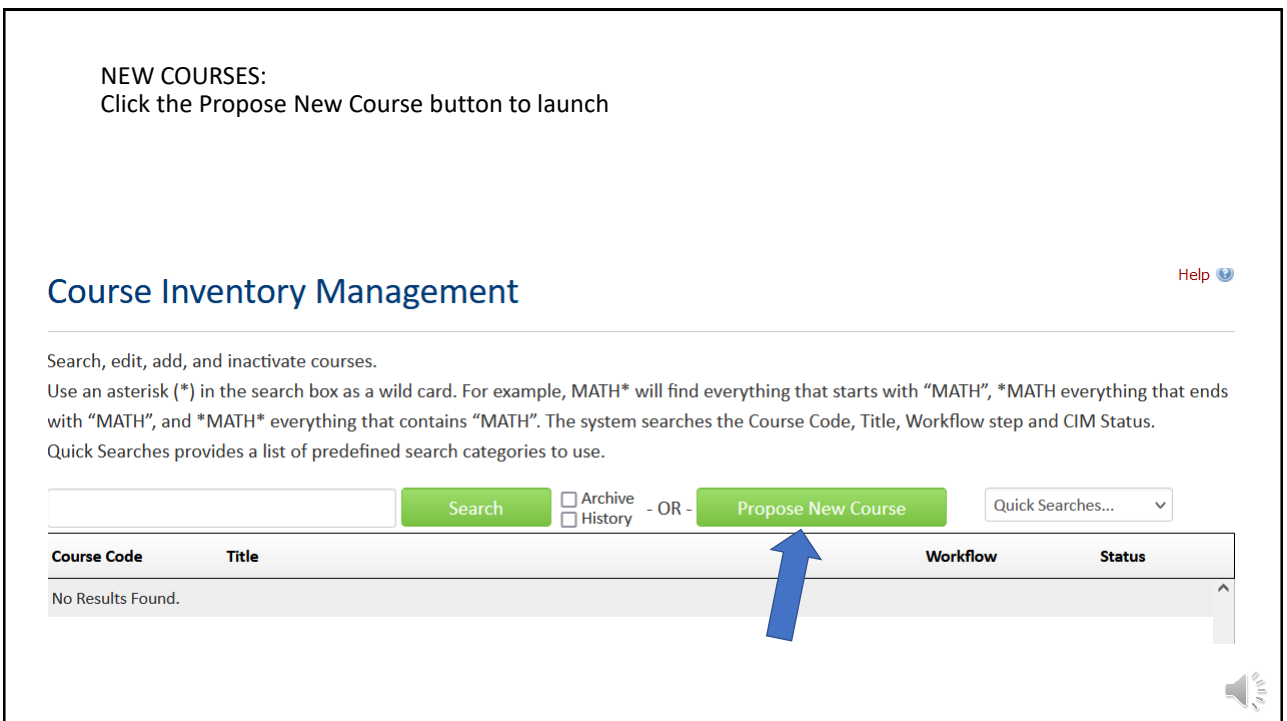
Course Inventory Management

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Quick Searches provides a list of predefined search categories to use.

| Search | ☐ Archive ☐ History | - OR - | Propose New Course | Quick Searches... ⌄ |

Course Code	Title	Workflow	Status
No Results Found.			

A new editing window will appear for you to begin your proposal. Any field highlighted in red is required – all others are optional. Use the pick lists or radio buttons as you go through the form. You can hover over the Question Mark icon for screen tips. You may notice the green Propose New from Existing Course button (this option is explained in another tutorial) so for this tutorial we will be starting from scratch and select the effective term.

Course Inventory

New Course Proposal [Propose New from Existing Course]

Course Proposal

Effective Term ⓘ [Select...   ▾]

Subject Code [Please choose the first term this course will be offered. ▾]   Course Number [   ]

- Fall 2023
- Winter 2024
- Spring 2024
- Summer 2024
- Fall 2024
- Spring 2025

...e Only
...e and Graduate

...letter needs to be appended to the end of the course number. In addition, if the course ...partmental independent study that is below the 2000 level, please indicate it as such in ...ourse catalog description. For further assistance, contact either your department ...ations Division in the Registrar's office.
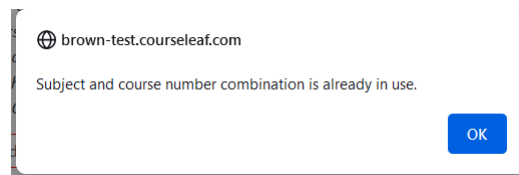
Department [Select Department... ▾]

Division [Select Division... ▾]

Limit course to certain levels?
◻ Yes   ◻ No

Is the course an independent study or reading and research or graduate practicum offering?
◻ Yes   ◉ No

Use the drop down lists to select the start term and subject code. Enter your new course number and press tab. If the number is already in use, you'll get a warning and need to select a different number.

🌐 brown-test.courseleaf.com

Subject and course number combination is already in use.

[OK]

You can click the Course Numbers in Use button to check availability for your subject codes. The Department field will default based on the subject code, and the Division will populate automatically for graduate level courses (it's not applicable for courses numbered below 2000). The various radio buttons and/or checkboxes are used to indicate level restrictions, independent study offerings, other meeting types, curricular programs, credit value, and grade mode.

2

Make your selections as necessary. If you select a curricular program other than FYS or SOPH, you will be required to enter an explanation as to how the course meets the criteria for your selection.

Associated Meeting Types

☐ Common Meeting

☐ Discussion Section

☐ Filming/Screening

☐ Lab

Would you like your course to be considered for any of the following curricular designations?

☐ CBLR – Community-Based Learning & Research

☐ COEX – Collaborative Research & Scholarly Experiences

☐ FYS – First-Year Seminar

☑ RPP – Race, Power, and Privilege

☐ SOPH – Sophomore Seminar

☐ WRIT – Writing – Designated

Please explain how the course meets the criteria for Race, Power, and Privilege.

Year Course	Select... ⌄
Credits	Select... ⌄
Grade Mode	Select... ⌄

Course title and description are entered next. You may edit the transcript title to 30 characters as you see fit. Learning Outcomes are optional. If you wish to embed special formats such as italics or bolding, you will need to use standard html commands.

Title and Description

Course Catalog Title

100 characters remaining

Transcript title

30 characters remaining

Catalog Description

140 words remaining

Learning Outcomes (optional)

Outcome(s)

3

Note that the name and appointment for the Instructor will default from the system. If you are entering the proposal as a proxy, your name will default as the primary instructor. If you select Yes that the primary is active Brown faculty, the pick list will populate to use, and the name, email, and faculty type will populate automatically. You may also indicate co-instructors in the same way.

Instructor

Are you the primary instructor?
  ☐ Yes   ◉ No

Is the primary instructor a Brown faculty member with an active appointment?
  ◉ Yes   ☐ No

Brown faculty instructor	Select... ▾
Primary Instructor Name	
Primary Instructor Email		Primary Instructor Faculty Type	Select... ▾

Are there co-instructor(s)?
  ◉ Yes   ☐ No

Brown Faculty Co-Instructor(s)

Name	⊕
Select... ▾	✖

If you select No, you need to enter the instructor's name, current email address, and anticipated appointment category even if he/she is not yet active in Banner. If the instructor is a Graduate Student, you will be prompted to attach a CV.

Instructor

Are you the primary instructor?
  ☐ Yes   ◉ No

Is the primary instructor a Brown faculty member with an active appointment?
  ☐ Yes   ◉ No

Primary Instructor Name	Josiah Carberry
Primary Instructor Email	jcarberry@gmail.om	Primary Instructor Faculty Type	Graduate Student/TF ▾
Primary Instructor CV	**Attach File**	Uploaded Files:	

Select...
Voting Brown
Adjunct/Visiting
Graduate Student/TF

Files To Be Uploaded

If needed, you can indicate additional details about your course. For example, restrictions to certain classes or concentrations, prerequisites/corequisites required, repeat limit, enrollment limit, or whether instructor override is required for all students for registration. If you indicate that the course is repeatable or requires an override, you will be prompted to enter a rationale.

Restrictions

Free Text Restrictions

Free Text Prerequisites

Corequisites

Code	Title

Repeatable   ◯ Yes   ◉ No

Enrollment Limit

3 characters remaining

Do you plan to require overrides for all students?
   ◯ Yes   ◉ No

Indicate if the course will be offered online or have a travel component, and a preference for a meeting time. Please note that this is a 'preference' only and not a guarantee of a scheduled meeting time.

Scheduling

Will this course be delivered online? This includes courses with at least one fully remote section.
   ◯ Yes   ◉ No

Does this course have a travel component?
   ◯ Yes   ◉ No

What is the typical meeting pattern for this course?

Select... ⌄

Select...
1 day per week = 150 minutes
2 days per week = 160 minutes
3 days per week = 150 minutes

ve Changes   Start Workflow

If you indicate the course will be offered online, you will need to select appropriate responses for two areas using the checkboxes.

Scheduling

Will this course be delivered online? This includes courses with at least one fully remote section.
● Yes   ○ No

The syllabus identifies regular opportunities during the term for students to engage in two or more substantive interaction activities, initiated by instructors, drawn from this list. Must select at least two.

- ☐ Assessment with feedback that is provided by the course instructional team (e.g., papers, projects, tests, quizzes, or homework).
- ☐ Direct instruction (e.g., synchronous Zoom lectures or discussions).
- ☐ Group discussions (e.g., Canvas, synchronous).
- ☐ Opportunities for students to ask questions (e.g., regularly scheduled office hours, invitation in a syllabus to email questions with noted response time).

The syllabus identifies at least one way that instructors are attuned to student participation and performance, and support is offered when needed. Must select at least one.

- ☐ For fully asynchronous courses, the syllabus would note a schedule where an instructor would check in with a student to discuss progress in the course.
- ☐ Instructors evaluate and give feedback on assignments and assessments.
- ☐ Participation in synchronous class sessions is detailed, including how a student might get midway feedback about their performance.
- ☐ Student activity on course websites or materials is noted (e.g., weekly discussion posts), including how a student might get periodic feedback about their performance.

Does this course have a travel component?

For any proposal other than a Fast Track, you must attach a syllabus prior to starting the workflow and submitting your course for approval. The attachment may be in any format. Information about syllabus development may be found by clicking on the Sheridan Center link in the text area. You will also need to check the I Agree box for the syllabus statement. At this point, you may save your proposal and return to it later, or click the Start Workflow button to submit for department review and approval.

Attachments

*Course proposals require an up-to-date syllabus for the term in which the course will be delivered. With the exception of new courses led by voting faculty members that meet the **select criteria**. All syllabi should meet the University approved guidelines. Instructors and administrators can use these checklists for **0001-1999 level and 2000+ level** courses, respectively, to ensure that the syllabus aligns with the requirements. For additional help on syllabus development, please visit the Sheridan Center's website.*

Syllabus   [Attach File]   Uploaded Files:
                                                     [   ]
                                                     Files To Be Uploaded:
                                                     [   ]

I confirm that any uploaded syllabus meets the University approved guidelines. Syllabi that do not meet the requirements may delay approval.
        ☐ I Agree

[Cancel]   [Save Changes]   [Start Workflow]