

What is CourseLeaf?

- It is a suite of online applications that help manage the undergraduate curriculum and courses.
- There are three applications: CAT, CIM, and WEN.

CAT

- Includes major/program overviews, course listings for academic year, and regulations
- Used to produce the YCPS

CIM

- Propose new courses
- Edit existing courses (title, description, syllabus, format, etc.)
- Lists all active courses available in a subject
- Sortable by workflow and status

WEN

- Offer/cancel courses for specific terms
- Edit times, instructors, and room information (term-specific information)
- See history of course offerings through Framer tool

After this workshop, a DUS working in CourseLeaf should:

- Understand how to navigate to CourseLeaf and access department information
- Have the ability to edit and submit a program description
- Have the ability to submit and approve a new course proposal
- Understand how to edit courses and approve course edits
- Know how to approve or request a multiple title

There are three main steps in the creation of the YCPS that use the three modules of CourseLeaf:

- The first step is editing or verifying your program or major description through CAT.
- The next step is proposing any new courses that will be taught or editing any existing courses that need to be changed for the next academic year. This is done through CIM.
- The final step is offering the courses to be taught for the next academic Year in WEN.
- Please note that these steps do not necessarily have to be done in order. All three modules are open and can be worked in simultaneously.

- CourseLeaf Resources Web page: <http://www.yale.edu/sfas/registrar/CLresources.html>
 - Includes FAQs, links, instruction guides, and related resources
- Departmental Registrar or DUS Assistant
- Future workshops
- Email: courseleaf@yale.edu

Important dates to keep in mind:

Date	YCPS Milestones	Module(s) Used
February 2, Mon.	CourseLeaf opened for 2015–2016 program and course information	CAT, CIM, & WEN
February 23, Mon.	Updates due for departmental program descriptions in the YCPS	CAT
February-May	Identify and offer courses for the next academic year; Identify names of instructors, term, and meeting times; Edit existing courses as needed	CAT & WEN
March 27, Fri.	Updates due for the "Undergraduate Curriculum" and "Academic Regulations" sections of the YCPS	CAT
April 30, Thurs.	Last day to submit new-course proposals to the CSC for inclusion in the initial publication of the YCPS	CIM
May 5, Tues.	Last day to activate courses and submit course changes for inclusion in the initial publication of the YCPS; WEN closes	WEN
July	Catalog is published online	

CAT is used for producing the Yale College Programs of Study and includes each departments course offering for the academic year, major and program descriptions, and student regulations.

The screenshot shows the Yale University website for the Department of Astronomy. At the top, there is a search bar for YCPS. The main header reads "Yale College Programs of Study". Below this, there are navigation links: HOME, A-Z INDEX, PRINT / DOWNLOAD OPTIONS, and PREVIOUS EDITIONS. The breadcrumb trail indicates the path: Yale College Programs of Study » Subjects of Instruction » Astronomy. The page title is "2015–2016 Bulletin" and "Astronomy". There are two buttons: "Overview" and "Courses". A pencil icon indicates an edit function for the page body. The text lists the Director of undergraduate studies, Debra Fischer, with contact information. It also lists the Faculty of the Department of Astronomy, including Professors, Associate Professors, and Assistant Professors. A note explains that † indicates a joint appointment with primary affiliation in another department. A paragraph describes the field of astronomy as a quantitative physical science.

- Departments are responsible for updating the faculty listings.
- Significant changes to a major or major requirements require advance approval by the COM or CSC. By February 13, all intentions to change major requirements should e-mailed to Laurie Ongley.
- The deadline to submit edits and to approve content for the next YCPS is **February 23.**

- Go to: <https://next.catalog.yale.edu/>
- Click EDIT PAGE at top left and CAS log in
- Use A-Z INDEX to find program or major

Yale University
Yale College Programs of Study

HOME **A-Z INDEX** PRINT / DOWNLOAD OPTIONS PREVIOUS EDITIONS

2015–2016 Bulletin
Yale College Programs of Study

2015–2016 Bulletin Series

Yale

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HOME **A-Z INDEX** PRINT / DOWNLOAD OPTIONS PREVIOUS EDITIONS

Yale College Programs of Study » Catalog A-Z Index

2015–2016 Bulletin

Yale College Programs of Study

Catalog A–Z Index

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X	Y	Z																					

A

- Academic Penalties and Restrictions
- Academic Regulations
- Acceleration Policies
- Accounting

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 African American Studies
 General Information

African American Studies

Overview **Courses**

Director of undergraduate studies: Erica James, Rm. 302, 81 Wall St., 432-9718 or 432-7758, erica.james@yale.edu; afamstudies.yale.edu

FACULTY OF THE DEPARTMENT OF AFRICAN AMERICAN STUDIES
Professors Elizabeth Alexander, Elijah Anderson, David Blight, Daphne Brooks, Hazel Carby, Glenda Gilmore, Jacqueline Goldsby, Emily Greenwood, Jonathan Holloway, Matthew Jacobson, Gerald Jaynes, Kobena Mercer, Christopher L. Miller, Joseph Roach, Robert Stepto, Michael Veal
Associate Professors Jafari Allen, Crystal Feimster, Anthony Reed, Edward Rugemer
Assistant Professors Erica James, Christopher Lebron, Vesla Weaver

The African American Studies major examines, from numerous disciplinary perspectives, the experiences of people of African descent in Black Atlantic societies such as the United States, the Caribbean, and Latin America, including the global impact of those experiences. Students in the department explore the historical, cultural, political, economic, and social development of Black Atlantic societies. Majors work to become informed thinkers who are intellectually prepared to offer clarity and insight to ongoing academic and public debates centered in the discipline.

- Once on your program or major page, click EDIT PAGE at the top left
- A tool bar will open
- Click Page Body to edit the program of major overview

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CourseLeaf -- Page Body - Mozilla Firefox
 https://next.catalog.yale.edu/courseleaf/courseleaf.cgi?page=/ycps/subjects-of-instruction/african-american-studies/index.html&step=text

COURSELEAF Help User: Erica James Log Out

Page Body

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African American Studies majors become knowledgeable about the history, primary methodologies, and interdisciplinary breath of the field. In the process, students learn to critique, articulate, analyze, and interpret universal themes concerning both individuals in society and group interactions as they relate to the work of scholars, scientists, writers, artists, musicians, economists, and entrepreneurs.

African American Studies offers training of special interest to those considering admission to graduate or professional schools and careers in education, journalism, law, business management, city planning, international relations, politics, psychology, publishing, public health, or social work. The interdisciplinary structure of the department offers students an opportunity to satisfy the increasingly rigorous expectations of admissions committees and prospective employers for a broad liberal arts perspective that complements specialized knowledge of a field.

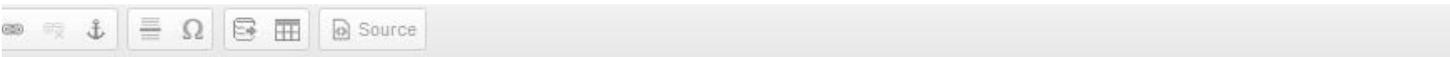
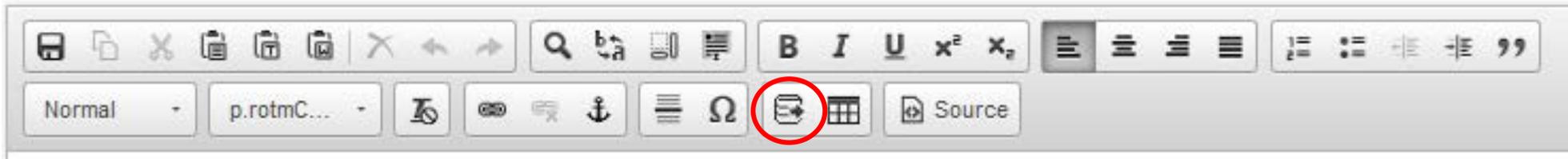
African American Studies can be taken either as a stand-alone major or as one of two majors in consultation with the director of undergraduate studies. Pertinent regulations can be found under [Two Majors](#) in section K of the Academic Regulations.

Requirements of the major The major in African American Studies requires twelve term courses, including seven core courses and five electives in an area of concentration. The seven core courses include the African American history sequence [AFAM 160](#) and [162](#), which can be taken in either order; one course in the humanities relevant to African American studies; one course in the social sciences relevant to African American studies; the junior seminar [\(AFAM 410\)](#); and the senior colloquium [\(AFAM 480\)](#) and senior essay [\(AFAM 491\)](#). [AFAM 162](#) will not be offered in 2014–2015; students who need to fulfill the history requirement in this academic year should enroll in [AFAM 125](#), in consultation with the director of undergraduate studies.

Area of concentration Students majoring in African American Studies are required to choose an area of concentration comprising five courses. This cluster of interrelated courses is intended to ground the student's learning experience in one area of investigation. Often students will choose an area of concentration in a traditional discipline such as political science,

OK Cancel

- Clicking on the Page Body icon will open an editing window.
- Make any necessary edits to the content.
- YCPS editors will edit for style and format.



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DEPARTMENT OF AFRICAN AMERICAN STUDIES

Elijah Anderson, David Blight, Daphne Bruneau, Christopher L. Miller, Joseph Roach, Robert Self, Crystal Feimster, Anthony Reed, Edward Taylor, Christopher Lebron, Vesla Weaver

major examines, from numerous disciplinary perspectives, the historical and contemporary work to become informed thinkers who are able to analyze and synthesize information from a variety of sources, including the global impact of those experiences, and to work to become informed thinkers who are able to analyze and synthesize information from a variety of sources.

become knowledgeable about the history and culture of African American people; universal themes concerning both individual and community experiences.

gaining of special interest to those considering careers in education, journalism, law, business, and public policy. The interdisciplinary structure of the department offers students a broad liberal arts perspective that complements specialized studies in these fields.

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Inline Course

Yale College

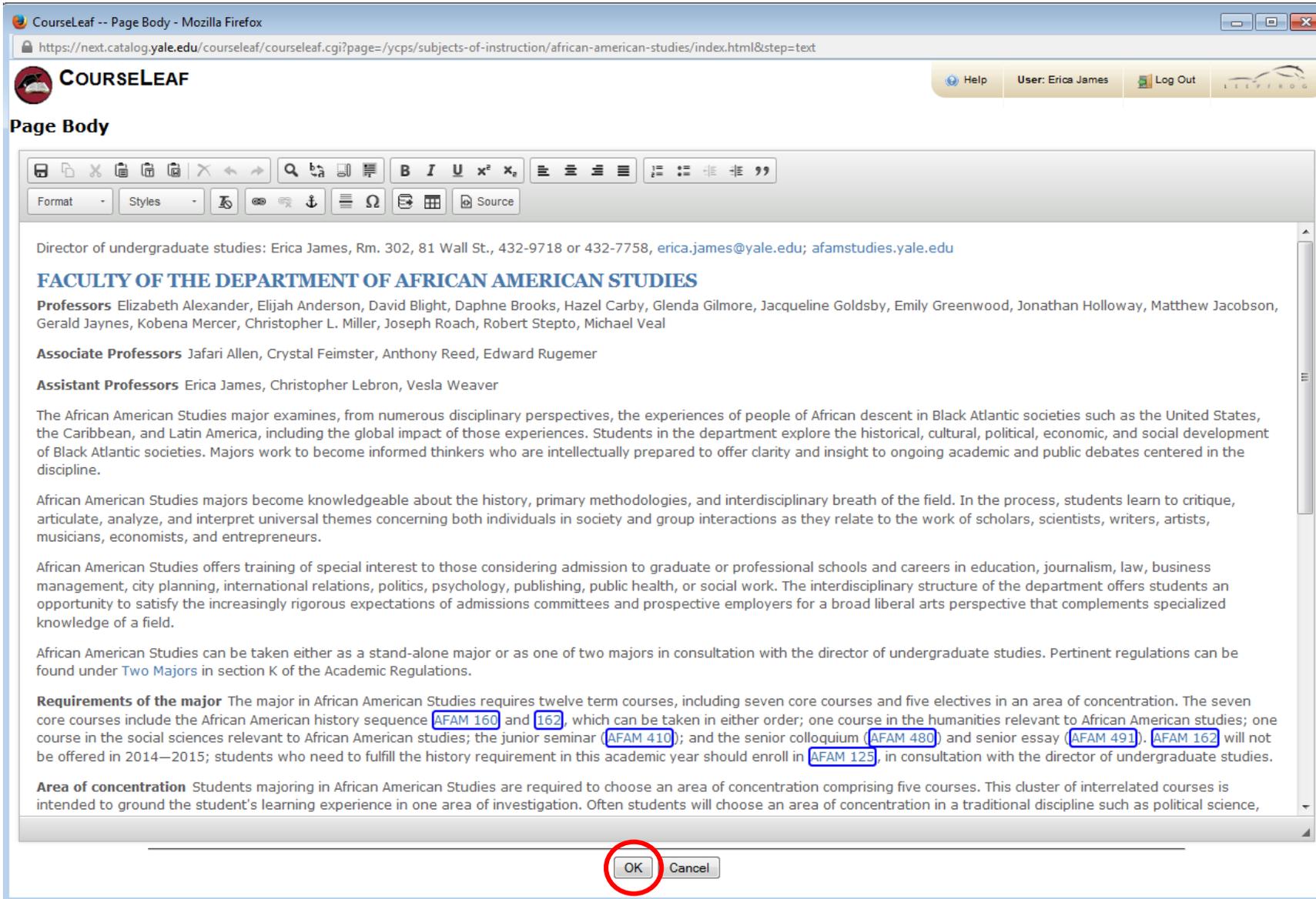
Select Department...

Quick Add: Add Course

Format: [course.code] [course.title]

OK Cancel

- The tool bar at the top is very similar to Word.
- Most course numbers will already be linked.
- If you need to add a new course number to the overview, use the Insert/Edit Database Field button in the tool bar to link courses.
- Courses that are linked will be able to be clicked by users in the final YCPS so that the user can see the course information.



CourseLeaf -- Page Body - Mozilla Firefox
https://next.catalog.yale.edu/courseleaf/courseleaf.cgi?page=/ycps/subjects-of-instruction/african-american-studies/index.html&step=text

COURSELEAF Help User: Erica James Log Out

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OK Cancel

- When edits are finished, click OK to save and close the window.
- The changes will automatically save when the window closes.

Yale University Search YCPS

Yale College Programs of Study

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- When the window closes, the Start Workflow button will turn green at the bottom right of the screen.
- Your work is saved. You may leave the page and return to work on it another time if you wish.
- Only click Start Workflow when all changes are finished and the content is ready to be submitted.
- **Only DUSes should start the workflow.**
- Remember to Start Workflow by February 23

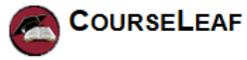
When you are done working, click the "Start Workflow" button to submit your page for review to go live.



If your program or major relates courses, it is recommended that you contact programs or majors that you relate courses with as early as possible to start building a list of courses you think will be included. A reminder will go out about relating courses in early May.

The screenshot shows the Yale College Programs of Study website. At the top, there is a navigation bar with various tools like 'Owners / Workflow', 'Manage Tabs', 'Set Up', 'Faculty List', 'Page Body', 'Accuracy Report', 'Show Differences', 'Banner', 'Right Column Links', 'View as PDF', 'Help', and 'Courses'. The 'Courses' tab is circled in red. Below the navigation bar is the Yale University logo and the text 'Yale College Programs of Study'. A search bar labeled 'Search YCPS' is on the right. Below the header, there are navigation links: 'HOME', 'A-Z INDEX', 'PRINT / DOWNLOAD OPTIONS', and 'PREVIOUS EDITIONS'. The main content area shows the path 'Yale College Programs of Study » Subjects of Instruction » Mathematics'. On the left, there is a sidebar with '2015-2016 Bulletin' and 'Yale College Programs of Study' with a pencil icon. The main content area has a 'Mathematics' heading with two tabs: 'Overview' and 'Courses', where 'Courses' is circled in red. Below the tabs, there are links for 'CIM - Propose and edit courses', 'WEN - Offer and schedule courses', and 'CourseLeaf Resources Page'. A course listing for '* MATH 101b, Geometry of Nature' by Michael Frame is shown, with an 'Edit' link and an 'Edit "Courses"' link circled in red. Below this, there is a link for '[MATH 107, Mathematics in the Real World]' with an 'Edit' link. At the bottom, there is a link for '* MATH 112a or b, Calculus of Functions of One Variable I' by Staff with an 'Edit' link.

- Navigate to the courses tab.
- Either click Edit Courses on page or Courses on the tool bar.



Courses

Format Styles Source

Other Courses Related to Mathematics

Course Block

CPSC 201a or b, Introduction to Computer Science Staff Edit
 Introduction to the concepts, techniques, and applications of computer science. Topics include computer systems (the design of computers and their languages); theoretical foundations of computing (computability, complexity, algorithm design); and artificial intelligence (the organization of knowledge and its representation for efficient search). Examples stress the importance of different problem-solving methods. After CPSC 112 or equivalent. QR
 Math: Stat/Applied Math

CPSC 365b, Design and Analysis of Algorithms Daniel Spielman Edit
 Paradigms for problem solving: divide and conquer, recursion, greedy algorithms, dynamic programming, randomized and probabilistic algorithms. Techniques for analyzing the efficiency of algorithms and designing efficient algorithms and data structures. Algorithms for graph theoretic problems, network flows, and numerical linear algebra. Provides algorithmic background essential to further study of computer science. After CPSC 202 and 223. QR
 Math: Stat/Applied Math
 TTh 2:30pm-3:45pm

CPSC 440b, Numerical Computation Vladimir Rokhlin Edit
 Algorithms for numerical problems in the physical, biological, and social sciences: solution of linear and nonlinear systems of equations, interpolation and approximation of functions, numerical differentiation and integration, optimization. After CPSC 112 or an equivalent introductory programming course; MATH 120; and MATH 222 or 225 or CPSC 202. QR
 Math: Stat/Applied Math
 TTh 1pm-2:15pm

PHIL 267b, Mathematical Logic Sun-Joo Shin Edit
 An introduction to the metatheory of first-order logic, up to and including the completeness theorem for the first-order calculus. Introduction to the basic concepts of set theory. Prerequisite: PHIL 115 or permission of instructor. QR
 Math: Logic/Foundations
 MW 11:35am-12:25pm

*** PHIL 427b, Computability and Logic** Sun-Joo Shin Edit
 A technical exposition of Gödel's first and second incompleteness theorems and of some of their consequences in proof theory and model theory, such as Löb's theorem, Tarski's undefinability of truth, provability logic, and nonstandard models of arithmetic. Prerequisite: PHIL 267 or permission of instructor. QR, HU

- A new window will open, showing any sections that exist for your course page, including related courses.
- Scroll to the section for related courses.
- Double click anywhere inside the Course Block.

Courses

The screenshot shows the CourseLeaf interface with a list of courses under the heading "Other Courses Related to Mathematics". A "Course Block" dialog box is open, displaying a list of courses and buttons for "Move Up", "Move Down", "New Course", and "Delete Course". The dialog box also has "OK" and "Cancel" buttons at the bottom.

Other Courses Related to Mathematics

Course Block

CPSC 201	Introduction to Computer Science	Move Up
CPSC 365	Design and Analysis of Algorithms	Move Down
CPSC 440	Numerical Computation	
PHIL 267	Mathematical Logic	
PHIL 427	Computability and Logic	

Buttons: New Course, Delete Course, OK, Cancel

- A smaller window will appear.
- You can add courses to the block by clicking New Course.
- Remove a course by clicking on the course in the list to highlight it and then clicking Delete Course.
- You can arrange courses by clicking a course to highlight it, and then use the Move Up or Move Down buttons.
- Click OK to save and go back to the previous window.
- Click OK again to save your related courses block and return to the Courses tab.
- **Deadline for relating courses is May 11.**

OK Cancel

CIM (Course Inventory Management) is used for proposing new courses and editing existing courses. Edits could include title or description changes, adding or removing multiple titles, or changing the format of a course. CIM should not be used for updating a term-specific information.

- Go to: <https://next.catalog.yale.edu/courseadmin/>

Yale University

Course Inventory Management

You are logged in as ej95 [Help](#)

Search, edit, and propose courses.

- OR -

Course Code	Title	Workflow	Status
			Added
AFAM 194	Contemporary African American Literary, Visual, and Performing Arts	Banner	Edited
AFAM S261	Introducing the Black Diaspora	YC CSC	Added
AFAM TBD9	Music and Poetics in the African Diaspora	Banner	Edited
AFST 343	Postcolonialism in Africa and the Middle East	Banner	Edited
AMST 219	Introduction to Documentary Studies		Added
AMST 411	Introduction to Documentary Studies	Registrar	Added

Yale University

Course Inventory Management

You are logged in as ej95 [Help](#)

Search, edit, and propose courses.

Search - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
			Added
AFAM 194	Contemporary African American Literary, Visual, and Performing Arts	Banner	Edited
AFAM S261	Introducing the Black Diaspora	YC CSC	Added
AFAM TBD9	Music and Poetics in the African Diaspora	Banner	Edited
AFST 343	Postcolonialism in Africa and the Middle East	Banner	Edited
AMST 219	Introduction to Documentary Studies		Added
AMST 411	Introduction to Documentary Studies	Registrar	Added

In CIM you can:

- Search for and edit an existing course
 - Search by subject code only (e.g. AFAM)
 - Search by subject code and course number (e.g. ZULU 120)
 - Search by title
 - Use * for wildcard
- Propose a new course
- Sort results by Course Code, Title, Workflow, or Status (click the word to sort)

Yale University

Course Inventory Management

New Course Proposal

Proposed By: Effective Term:

Instructor NetID: 

First time teaching in Yale College:

Attach syllabus: Uploaded Files:
Files To Be Uploaded:

Course Title: 100 characters remaining

Short Title: 30 characters remaining

Subject code and number:

Multiple Titled Course(s):

Graduate/Professional School Numbers:

Course Description:

- When you click Propose New Course, a course proposal form will appear in a new window.
- All fields surround by a red box are required, but please complete as much of the form as possible.
- Click the blue question mark icons for helpful information about each field.

The first step is to choose an Effective Term. This is the first term the course will be taught.

Next, enter the instructor's NetID. If you do not know it, click the magnifying glass icon to search. If the instructor is new and does not yet have a NetID, enter STAFF (all caps).

Upload the syllabus by clicking Attach Files.

Enter the full course title.

Choose the subject code from the dropdown and enter the course number. If the number you are using has been used within the past 7 years, you will need to remove the number from the course it is attached to beforehand.

Add any multiple titles or graduate/professional school number that you would like to request (even if you have not received approval yet). If you do not know the number, use TBD. These requests follow a separate workflow process.

Enter the course description. The description should be 2-3 sentences. This is the description used in the YCPS, OCI, and YBB.

Prerequisites

Expanded Description (nature, purpose, and topics)

Principal Readings

Type of Instruction Special Format Meets reading period

Instructor Permission Required Permission Key

Uses preference selection Yes No

Enter the Expanded Description. This is the full-length description of the course and will not be used for the YCPS, OCI, or YBB. This description will be reviewed closely by the CSC in consideration of the course proposal.

Include a full list of the Principle Readings for the course.

Select the format of the course from the dropdown. The format selected here will determine which Yale College Standard Meeting Times will be available for the course when offered. Note that if Seminar is selected, the Instructor Permission Required box below will default to being checked.

- Note that the Permission Key and Preference Selection questions are for informational purposes only. If you plan to use a Permission Key or setup a Preference Selection site, please contact courseleaf@yale.edu.

Preregistration required Yes No

Estimated Enrollment Enrollment limited

Credit Per Term Non-standard credit value

May be Repeated for Credit Yes No

Meeting Pattern Discussion sections
 Screenings
 Field trips
 Performances

Statement to Students on Their Academic Integrity

of pages of reading per week

Course Work

Assignments:

Quizzes:

Exams:

Writing Requirements: (Page count required; max 25 pages)

Other:

Which of the above will serve as graded midterm feedback? 250 characters remaining

Which of the above will serve as end-of-term work? 250 characters remaining

Enter an Estimated Enrollment for the course. Try to be as accurate as possible. This number will be used for purposes of placing the class in an appropriately sized room.

Choose whether or not this course may be repeated for credit.

Meeting Pattern options will appear based on the Type of Instruction selected above.

The statement on academic integrity should explain how instructors will verify that students do not plagiarize, cheat on a test or examination, improperly collaborate on assignments, or submit the same essay to two instructors without the explicit consent of both. Each syllabus should repeat the academic integrity statement and also include a [link](#) to the Writing Center.

Include the average number of pages student will be required to read each week.

Indicate what course work will serve as graded midterm feedback.

Indicate what course work will serve as end-of-term work.

Non-English Readings?

Non-English Instruction?

Distributional Designations proposal

Humanities and Arts Social Sciences Science

Writing Quantitative Reasoning Foreign Language L1

Foreign Language L2 Foreign Language L3 Foreign Language L4

Foreign Language L5

How does this course correspond with the nature and design of your departmental curriculum?

500 words remaining

How does this course differ from courses on similar topics in your dept or other depts?

500 words remaining

Is this course intended primarily for majors? Yes No

Please explain

Additional comments

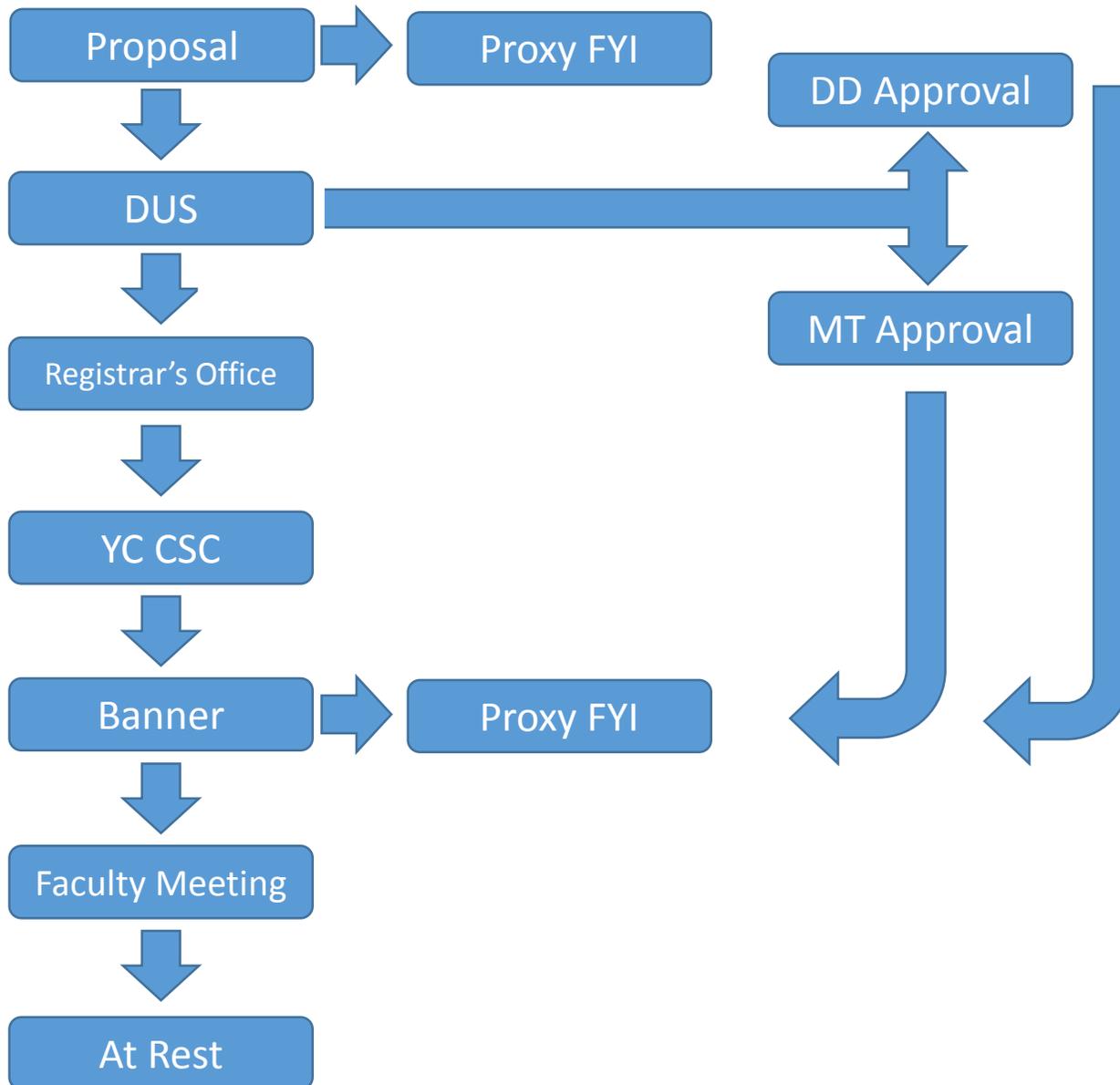
Select any Distributional Designations you would like to request for the course. No DDs are given automatically to any department; they must always be requested. Once a DD is checked, a new box will appear requesting justification. If a Foreign Language is selected, a second box will appear.

Describe how this course fits within the departmental curriculum.

Describe how this course differs from other courses that may be similar in or outside of the department.

Add any additional comments you may want the CSC to take into consideration while reviewing the proposal.

- You may click Save Changes and continue working on the proposal another time. Once the proposal is complete, click Save & Submit to start workflow.



- This is a typical workflow for a course proposal.
- The workflow for edits to existing courses is very similar.
- Multiple Title requests follow a separate but parallel workflow so that MT approvals do not hold up the progress of the course.
- Once a course has been approved by the CSC and reaches the Banner stage of workflow, it is then available to be offered in WEN. Note that courses are not automatically offered, and it is the department's responsibility to offer the course.
- Once a course is submitted to workflow, it can only be edited by the members of a given workflow group. It must either be rolled back for an edit to be made or else complete the workflow entirely.

Any faculty or staff support member is able to submit a course proposal. When the proposal is submitted, and email is generated and sent to the DUS of the primary department listed on the proposal. The email will contain a link to follow in order to approve the course. The email will direct the DUS to the Course Approve page.

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: **Craig Canfield**

PAGE	USER

Page Info | Workflow Status | Attached Files | Revision History

Title:
Last Update:
Template:
Page Authors:
Workflow:
College:
Department:

PAGE REVIEW | Hide Changes | View Changes By: All Changes | Edit | Rollback | Approve

- Once you log in, select your DUS role from the Your Role dropdown (e.g. HIST DUS).
- Note that it may take a few seconds to load.
- This is also a good place to see pending approvals if you cannot find the original email notification. The direct URL is: <https://next.catalog.yale.edu/courseleaf/approve/>
- If you do not see your role in the dropdown, you have nothing to approve.

After you select your DUS role, a list of all courses requiring your approval will appear. Select the course you wish to look at. You have the options of approving as is by clicking Approve, editing the course by clicking Edit, or sending the proposal back to the person who submitted it by clicking Rollback. You can also add a comment by clicking Add Comment. It is recommended that you add comments explaining your actions when rolling back or editing the course proposal.



COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: NAVY DUS

PAGE	USER
/courseadmin/7037: NAVY 100: Naval Science Laboratory	kl482
/courseadmin/7039: NAVY 112: Navigation	kl482
/courseadmin/7040: NAVY 212: Leadership and Management	kl482
/courseadmin/25330: NAVY 311: Naval Engineering	kl482
/courseadmin/25331: NAVY 312: Naval Systems	kl482
/courseadmin/25769: NAVY 411: Naval Operations and Seamanship	kl482

Help User: Craig Canfield Log Out

Page Info Workflow Status Attached Files Revision History

Title: NAVY 212: Leadership and Management
Last Update: Feb 12, 2015 8:46am
Template: cim
Page Authors: any
Workflow:
College: YC
Department: Naval Science

PAGE REVIEW Hide Changes View Changes By: All Changes Edit Rollback Approve

Yale University

Course Inventory Change Request

Shred Proposal

Date Submitted: 02/12/15 8:46 am

Viewing: **NAVY 212 : Leadership and Management**

Last edit: 02/12/15 8:46 am by kl482
Changes proposed by: kl482

Edit Course
Add Comment

In Workflow

- NAVY DUS
- RegistrarReview

New Course Proposal

Date Submitted: 10/28/14 4:11 pm

Viewing: **EALL 203 : The Tale of Genji**

Multiple-titled with: **HUMS TBD, LITR TBD**

Last edit: 10/28/14 4:11 pm by Edward Kamens

Changes proposed by: ekamens

Proposed By ekamens

Effective Term Spring 2016

Instructor NetID ekamens
Edward Kamens
(on leave spring 14); Sumitomo Prof Japanese Studies, FASEAL East Asian
Languages and Literatures, FAS
edward.kamens@yale.edu, 203-432-2862

First time teaching in
Yale College: No

Attach syllabus [EALL 203 The Tale of Genji.docx](#)

Course Title The Tale of Genji

Short Title The Tale of Genji

Subject code and
number EALL 203

Multiple Titled
Course(s) HUMS TBD
LITR TBD

Approve

Add Comment

In Workflow

1. **EALL DUS**
2. EALL Chair
3. RegistrarReview
4. Registrar
5. YC CSC
6. Banner
7. FacultyMeeting
8. DDApprove
-DDReviewHU
9. MT Approve
-HUMS DUS
-HUMS Chair
-LITR DUS
-LITR Chair

The DUS will also receive email notifications for approving multiple title requests. As the DUS you will receive notifications to approve both requests for the addition of a multiple title from another department to your department and requests to add a number from your department as a multiple title to another department's course. The email notification will take you to CIM for this approval. Simply follow the link in the email and click Approve. Add any comments as necessary. MT approvals should be made before the course reaches the Banner stage.

Viewing: **AMST 231 : Introduction to Digital Humanities**

Last approved: 01/22/15 1:52 pm

Last edit: 11/17/14 12:43 pm by Shalane Hansen

Edit Course

[Preview Workflow](#)

History

1. Jan 22, 2015 by Emily Ann Shandley (eas222)

Catalog Pages
referencing this course

[American Studies](#)

Proposed By: lwexler
Effective Term: Spring 2015

Instructor NetID: lwexler
Laura Wexler
(leave of absence spring); Prof Am Studies, Women's Gender, & Sexuality Studies, FASWSP Women's, Gender and Sexuality Studies Prog, FAS
laura.wexler@yale.edu, 203-432-1524

First time teaching in Yale College: No

Attach syllabus: [Wexler and Tilton Introduction To Digital Humanities.docx](#)

Course Title: Introduction to Digital Humanities
Short Title: Intro to Digital Humanities
Subject code and number: AMST 231

- Courses that have completed workflow will be eligible for editing by clicking on Edit Course after finding the course in CIM.
- A history of the course can be seen on the right. Click on any date listed to see details.
- Some edits to courses require approval from the CSC. Either the title, description, or instructor may be changed without approval from the CSC. If two or more are changed within a year, however, CSC approval is required. Format changes and the addition of graduate or professional numbers also require CSC approval.
- All changes are subject to editing.
- Editing a course works exactly like offering a course. The same fields that are in a course proposal are available to be edited. Once you save and submit, the course will enter appropriate workflow.
- If a course is in workflow, you may not be able to make changes. Contact courseleaf@yale.edu if you need to make changes to a course that is in workflow and you cannot make the edits through CIM.

Viewing: **AMST 231 : Introduction to Digital Humanities**

Last approved: 01/22/15 1:52 pm

Last edit: 11/17/14 12:43 pm by Shalane Hansen

Edit Course

[Preview Workflow](#)

History

1. Jan 22, 2015 by Emily Ann Shandley (eas222)

[American Studies](#)

Catalog Pages
referencing this course

Proposed By lwexler

Effective Term Spring 2015

Instructor NetID lwexler
 Laura Wexler
 (leave of absence spring); Prof Am Studies, Women's Gender, & Sexuality
 Studies, FASWSP Women's, Gender and Sexuality Studies Prog, FAS
 laura.wexler@yale.edu, 203-432-1524

First time teaching in
Yale College: No

Attach syllabus [Wexler and Tilton Introduction To Digital
Humanities.docx](#)

Course Title Introduction to Digital Humanities

Short Title Intro to Digital Humanities

Subject code and
number AMST 231

- To add a multiple title (MT) to or change the primary department on an existing course, you will also click Edit Course.
- A new window will open that is identical to the course proposal form.
- Add or change MTS as needed and click Save and Submit when done to start workflow.
- The DUS of the primary department as well as the DUS and Chair of the secondary department will all need to approve the MT through CourseLeaf. Each person will receive an email notification prompting approval. If the person proposing the MT addition is one of the above roles, they will not need to approve.
- It is recommended that you contact the primary or secondary department in advance before adding the MT. This both provides advance notice about the request and allows you to obtain the correct number to add in CourseLeaf.
- If MTs are being added after the course has already been offered for a given semester (i.e., the course is already appearing on OCI), please notify courseleaf@yale.edu. An extra step is necessary to get the MT added to a course at that stage.
- It is recommended that MTs be requested and approved prior to a course being offered.

How do the various course and curriculum management systems work together?

- Banner is the ultimate system of record.
- Once a course is approved through CIM, the data is transferred to Banner.
- Banner lets WEN know what courses are eligible for offering.
- Departments offer eligible course sections in WEN, and that information goes back to Banner. It also feeds to the course tab in CAT.
- Course section information in Banner feeds to OCI and YBB. There is a delay between when information is entered into Banner and when it is displayed in OCI and YBB.
- Banner information also feeds to ClassesV2. While the University Registrar's Office does not manage ClassesV2, it supplies the information to the system. Course sites are created automatically each night once a course has been offered and has an instructor.

