

### 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 offerings through Framer tool

### Workshop topics:

- CourseLeaf navigation
- Program description edits (without starting workflow)
- New course proposals – submission and tracking
- Course description edits
- Offering courses in WEN

### Three main YCPS phases & their CourseLeaf modules:

- Edit & verify program or major description - **CAT**
- Propose new courses or edit existing courses for the next academic year - **CIM**
- Offer courses taught in the next academic year - **WEN**
  - These steps do not have to be done in order. All three modules are open and can be worked in simultaneously.

The support you provide is vital to the DUS and your departments. You play a big part in making this yearly publication a success.

Faculty will rely on you to:

- Keep the department aware of deadlines and ensure they are met.
- Track new courses pre-proposal to ensure they are submitted in time.
- Know the difference between CAT/CIM/WEN.
- Be a local resource for course multi-titling and offering.
- Be ready with lists of existing courses.
- Know who to contact for help.

What has changed?

- Course lifecycle – This provides better tracking of courses through history and easier reuse of numbers.
- Changing the primary department is easier.
- Notifications are sent when a new course is proposed and when it is approved/ready for offering in WEN.
- Courses are available for editing soon after approval.
- A CourseLeaf resources webpage contains pertinent links, a calendar of deadlines, training materials and step-by-step instructions for many key tasks.
- All three CourseLeaf modules are open at once.

- CourseLeaf Resources Web page: <http://www.yale.edu/sfas/registrar/CLresources.html>
- Departmental Registrar or DUS Assistant
- Future workshops
- Email: [courseleaf@yale.edu](mailto:courseleaf@yale.edu)

### Important dates to keep in mind:

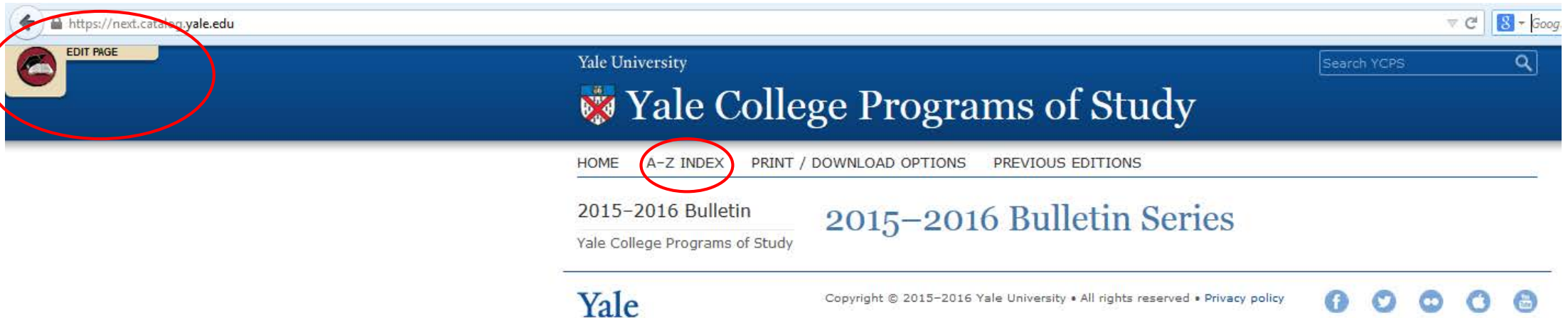
Date	YCPS Milestones	Module(s) Used
<b>February 2, Mon.</b>	CourseLeaf opened for 2015–2016 program and course information	CAT, CIM, & WEN
<b>February 23, Mon.</b>	Updates due for departmental program descriptions in the YCPS	CAT
<b>February-May</b>	Identify and offer courses for the next academic year;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

CAT is used for producing the Yale College Programs of Study and includes each department's course offerings 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". The text includes the contact information for the Director of undergraduate studies, Debra Fischer, and a list of faculty members categorized by rank: Professors, Associate Professors, and Assistant Professor. There is also a section for Lecturers and a note about joint appointments. A brief description of the astronomy department is provided at the bottom.

- Departments are responsible for updating the faculty listings.
- Significant changes to a major or major requirements require approval by the COM or CSC.
- **Deadline: Feb. 13** – email Laurie Ongley if changes are being considered.
- **Deadline: Feb. 23** – submit program description content by clicking “Start Workflow.”

- 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



[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

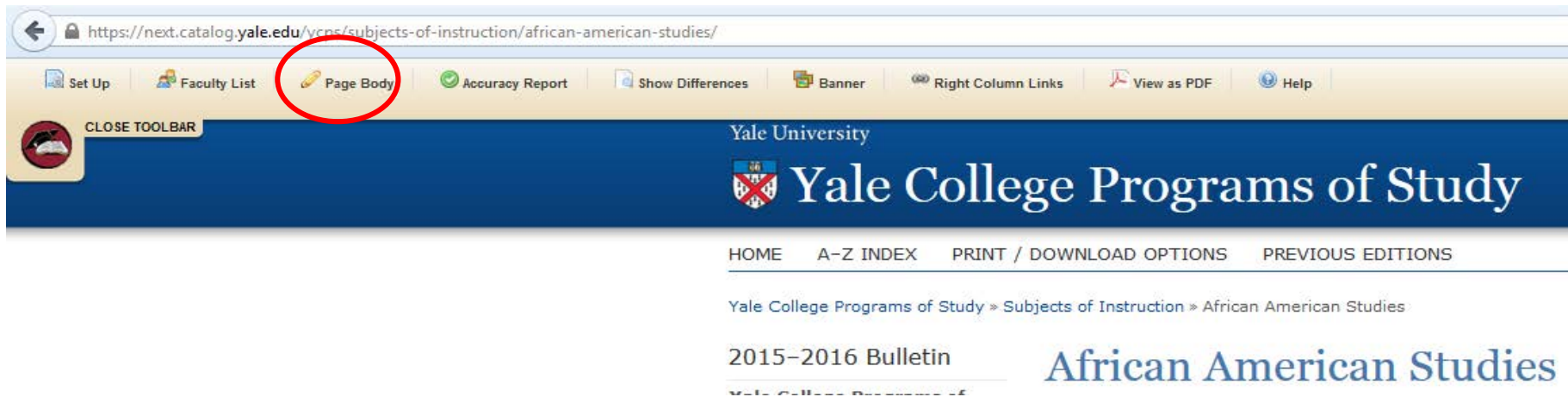
#	<a href="#">A</a>	<a href="#">B</a>	<a href="#">C</a>	<a href="#">D</a>	<a href="#">E</a>	<a href="#">F</a>	<a href="#">G</a>	<a href="#">H</a>	<a href="#">I</a>	<a href="#">J</a>	<a href="#">K</a>	<a href="#">L</a>	<a href="#">M</a>	<a href="#">N</a>	<a href="#">O</a>	<a href="#">P</a>	<a href="#">Q</a>	<a href="#">R</a>	<a href="#">S</a>	<a href="#">T</a>	<a href="#">U</a>	<a href="#">V</a>	<a href="#">W</a>	
X	<a href="#">Y</a>	<a href="#">Z</a>																						

### A

- [Academic Penalties and Restrictions](#)
- [Academic Regulations](#)
- [Acceleration Policies](#)
- [Accounting](#)



- EDIT PAGE at the top left opens the edit tool bar
- Click Page Body to edit the program of major overview





The screenshot shows a web browser window titled "CourseLeaf -- Page Body - Mozilla Firefox". The address bar shows the URL: <https://next.catalog.yale.edu/courseleaf/courseleaf.cgi?page=/ycps/subjects-of-instruction/african-american-studies/index.html&step=text>. The page content is displayed in a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. The text on the page includes:

Director of undergraduate studies: Erica James, Rm. 302, 81 Wall St., 432-9718 or 432-7758, [erica.james@yale.edu](mailto:erica.james@yale.edu); [afamstudies.yale.edu](http://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.

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,

At the bottom of the editor window, there are "OK" and "Cancel" buttons.

- Clicking the Page Body icon opens the editing window.
- Make any necessary edits to the content.
- YCPS editors will review for style and format.

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At the bottom of the page, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

- Click OK to save and close window.
- Changes automatically save when window closes.

## African American Studies

Overview

Courses

Director of undergraduate studies: Erica James, Rm. 302, 81 Wall St., 432-9718 or [Edit "Page Body"](mailto:erica.james@yale.edu) 432-7758, [erica.james@yale.edu](mailto:erica.james@yale.edu); [afamstudies.yale.edu](http://afamstudies.yale.edu)

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

Start Workflow

Start Workflow Button:

- Turns green when edit window closes.
- **Only the DUS should start workflow.**
- Click when changes are complete and the content is ready to be submitted.
- **Deadline: Start Workflow by February 23**

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 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
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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:

- Propose a new course
- 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
- Sort results by Course Code, Title, Workflow, or Status (click word to sort)



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 [American Studies](#)  
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

- 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 proposing 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](mailto: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

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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

- 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](mailto: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.

WEN is used for offering particular courses for individual terms. WEN is used for term-specific information such as the instructor names(s) and the meeting pattern. WEN is also used by departments for entering pre-assigned room locations.

## CourseLeaf/WEN – Instances

 Craig Canfield  [Log Out](#)

### Historical

2014 Academic Year  
[Fall 2013](#)  
[Spring 2014](#)

2012 Academic Year  
[Fall 2011](#)  
[Spring 2012](#)

2010 Academic Year  
[Fall 2009](#)  
[Spring 2010](#)

2008 Academic Year  
[Fall 2007](#)  
[Spring 2008](#)

2013 Academic Year  
[Fall 2012](#)  
[Spring 2013](#)

2011 Academic Year  
[Fall 2010](#)  
[Spring 2011](#)

2009 Academic Year  
[Fall 2008](#)  
[Spring 2009](#)

### Current

2015 Academic Year  
[Fall 2014](#)  
[Spring 2015](#)

### Future

2016 Academic Year  
[Fall 2015](#)  
[Spring 2016](#)



- Go to <https://next.catalog.yale.edu/wen/>
- Choose appropriate term. Terms are arranged in three columns: Historical, Current, and Future
- Depending on the time of the year, only certain terms will be available for editing.

CourseLeaf/WEN – Instances

 Craig Canfield  [Log Out](#)

## Historical

2014 Academic Year

[Fall 2013](#)

[Spring 2014](#)

2012 Academic Year

[Fall 2011](#)

[Spring 2012](#)

2010 Academic Year

[Fall 2009](#)

[Spring 2010](#)

2008 Academic Year

[Fall 2007](#)

[Spring 2008](#)

## Current

2015 Academic Year

[Fall 2014](#)

[Spring 2015](#)

## Future

2016 Academic Year

[Fall 2015](#)

[Spring 2016](#)

85 Scheduling Units

23 Courses 27 Offerings

 Visualize  Filter  Export

- Double-click your department to open.

ID	Name	Courses	Offerings
usaf	Aerospace Studies	0	0
afam	African American Studies	0	0
afst	African Studies	0	0
amst	American Studies	1	1
anth	Anthropology	0	0
amth	Applied Mathematics	0	0
aphy	Applied Physics	0	0
arcg	Archaeological Studies	0	0
arch	Architecture	1	1
art	Art	0	0
astr	Astronomy	0	0
biol	Biology	0	0
beng	Biomedical Engineering	0	0
brst	British Studies	0	0
ceng	Chemical Engineering	0	0
chem	Chemistry	0	0
chld	Child Study	0	0
clss	Classics	0	0
cgsc	Cognitive Science	1	1
cpsc	Computer Science	0	0
cpar	Computing and the Arts	0	0
drst	Directed Studies	0	0


If it is the first time opening a new term, the page will be blank. Whether or not any courses have been offered for a particular term, you will always be able to find all courses available for offering by clicking the box at the top right corner next to “Show courses with no sections”.

CourseLeaf/WEN – Fall 2015 – English

Erica Sayers ? Log Out

0 Courses, 0 Offerings  
Plan Phase Design Mode

View By Validate Visualize Filter Framer Export

 Show courses with no sections

None found


Clicking the box will show you all courses that are available for offering:

CourseLeaf/WEN – Fall 2015 – English

Erica Sayers ? Log Out

0 Courses, 0 Offerings  
Plan Phase Design Mode

View By Validate Visualize Filter Framer Export

 Show courses with no sections

ENGL 006 – Representing U.S. Slavery

ENGL 007 – The Black Arts Movement

ENGL 008 – Medieval Drama

ENGL 009 – The Sagas of Icelanders

ENGL 010 – Jane Austen


ENGL 011 – Lincoln In Thought and Action

ENGL 012 – LiteraryCitiesChicagoSanFranNY

- Double-click the course you would like to offer.
- To offer the course, click the + icon on the right.

CourseLeaf/WEN – Fall 2015 – Molecular, Cellular & Dev Biol

Norma Thompson  

0 Courses, 0 Offerings    
Plan Phase Design Mode



Show courses with no sections

MCDB 040 – Science and Politics of Cancer

 [MCDB 050 – Immunology and Microbes](#)




When you click the icon, a new window will appear.

Offering – MCDB 050-01: Immunology and Microbes (CRN: NEW)  

**Offering Information**


Title	Immunology and Microbes (Default Value)	Session	(None Assigned)
Section #	01	Credit Hrs.	1
Status	Active	HTBA Hours	0
Offering Type	Seminar		

**Instructor** **Schedule**

Staff  HTBA

**Enrollment** 0 current, 0 prior **Comments**

Maximum	Cap. Request	
<input type="text"/>	<input type="text"/>	<input type="text"/>



**Create Offering – ENGL 114: Writing Seminars**

**Offering Information**

Title: Writing Seminars (Default Value) [v]  
 Section #: 01  
 Status: Active [v]  
 Offering Type: Seminar [v]

Session: FAS (GS & YC) [v]  
 Credit Hrs.: 1  
 HTBA Hours: 0 [v]

**Instructor**: Staff [v]      **Room**: General Assignment Room [v]      **Schedule**: HTBA [calendar icon]

**Enrollment**: 0 current, 0 prior  
 Maximum: [ ]      Cap. Request: [ ]

**Comments**: [text area]

Buttons: [Close] [Save Offering]

## Create Offering window

- Fill in as much information as possible, and click Save Offering.
- You will be able to edit this information later.

## Instructor Information

- If the name does not appear in menu – select Other and search by NetID.
- New instructors – an instructor record needs to be created. Email [courseleaf@yale.edu](mailto:courseleaf@yale.edu).
- Multiple instructors – select Multiple in the dropdown and add all instructors.

CourseLeaf/WEN – Fall 2015 – Psychology

Craig Canfield ? Log Out

19 Courses, 21 Offerings ⌵ ⌵

Plan Phase Design Mode

View By ▾

Validate

Bridge

Visualize

Filter ▾

Framer

Export ▾

 Show courses with no sections

&gt; PSYC 110 – Introduction to Psychology

PSYC 126 – Attraction and Relationships

PSYC 130 – Intro to Cognitive Science



01 H Ruiz, April (amr64) HTBA

See CGSC 110-01

PSYC 140 – Developmental Psychology

PSYC 147 – AnimalModelsClinicalDisorders

PSYC 150 – Social Psychology

- As courses are offered they will appear on your department or program page in WEN.
- If you need to change or edit a course that is already offered, go to your department's offering page.
- Locate the course you wish to edit. Double click the course to expand the details. Then double click on the expanded details section. Do not click the + icon. The + and x icons are to only be used for adding additional sections of the course or removing courses from your offering list. (Note that the ability to remove course offerings will go away when the YCPS is published. After that time you will only be able to cancel classes or mark them as not offered.)
- Double clicking the expanded details section will open the Edit Offering window, which is identical to the Create Offering window. Make any necessary changes and click Save Offering.
- You are only able to offer and edit courses that are primary in your department or program.

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.

