



# **COURSELEAF UPDATE**

## UNIVERSITY SENATE, NOV 3 2025

SARAH CROUCHER, OFFICE OF THE PROVOST  
MARC HATFIELD, OFFICE OF THE REGISTRAR

A decorative graphic on the left side of the slide, composed of several overlapping geometric shapes and patterns. It includes a blue triangle with white concentric circles, a purple triangle with white concentric circles, a pink square with white concentric circles, and a grey square with white concentric circles. A small blue circle is positioned at the intersection of the purple triangle and the pink square.

# AGENDA

Academic Affairs curriculum governance initiatives

CourseLeaf CIM walkthrough

Questions




# Ongoing Provost's Office work to support curriculum Governance

## Previous work:

- Guideline on closing & suspending programs and courses.
- Curriculum (re)design and implementation guidance.
- Annotated glossary of academic program terms.
- Clarifying procedures for program approval; workflow, timeline, materials required for the Board of Trustees.
  - Requirement for pre-approval from Provost's Office before full approval of programs → **now "intent phase" in CIM.**

## Related State OHE Credential Registry project:

- Updated program reporting (inc. catalog description) to State Office of Higher Education, published on Credential Engine's "Credential Finder"  
<https://credentialfinder.org/>
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SharePoint

AA Academic Affairs Governance Documents Library Home Documents Edit

+ New Upload Edit in grid view Share Copy link All actions Forms New Add shortcut to OneDrive Download

Documents > Academic Affairs > Academic Programs and Curriculum Topics

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Annotated Glossary of

1. Annotated Glossary of Ac... March 31

5. Suspending, Reactivating... May 29

7. Program Catalog Require... October 23

Name	Modified	Modified By
Academic Program Approval Process and Forms	January 8	Croucher, Sarah
Draft Versions of Documents for REVIEW & FEEDBACK	November 1, 2024	Kersaint, Gladis
Guidance for Accredited Programs	May 29	Kersaint, Gladis
Guidance for Non-Accredited Programs (i.e., APR)	May 29	Kersaint, Gladis
Program Handbook Development Resources	August 25	Kersaint, Gladis
Z-Archive - Previous Versions of Documents	December 20, 2024	Kersaint, Gladis
0. Taxonomy of Academic Credentials.pdf	September 9	Kersaint, Gladis
1. Annotated Glossary of Academic Programs Terms - Dece...	March 31	Kersaint, Gladis

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Office of the Provost

Search Office of the Provost

ABOUT FACULTY & STAFF ADMINISTRATORS INITIATIVES COMMUNICATIONS & EVENTS STUDENT SUCCESS

## Faculty & Staff Resources

### Academic Affairs Governance Documents Library

The Academic Affairs Governance Documents Library is a central resource containing policies, procedures, and guideline documents across the Division of Academic Affairs including Schools and Colleges. If you are in an academic leadership position, you can also access the Academic Affairs Departmental Governance Library from the Academic Leaders Portal on Microsoft Teams. Contact [provost@uconn.edu](mailto:provost@uconn.edu) with questions about this resource.

### Academic Personnel & Human Resources


**All documents available on the Academic Affairs Governance Documents Library SharePoint site**

- Locate the Academic Affairs Governance Documents Library via the [provost.uconn.edu](https://provost.uconn.edu) website under “Faculty and Staff Resources.”
- All relevant documents are filed within the Academic Affairs section.

# Curriculum Hub Website



- Joint Provost/Registrar project, working with relevant stakeholders, including those from key areas of the Senate.
- Contains quick links to all things CourseLeaf CIM. Use [curriculum.hub.uconn.edu](https://curriculum.hub.uconn.edu) if you want an easy URL to remember.




# Guidance on Program Catalog Requirements

Page on Curriculum Hub website with information & link to full guideline document.

## ***Key points to note:***

Working to ensure descriptions of programs are clear for current and prospective students.

- Already report these to the State for Credential Engine.
  - Planned outcome: linking admissions website to catalog information on programs.
  - **Program** learning objectives will be published in the catalog (a NECHE requirement that these are published with public access).
  - Information about modalities and locations now embedded in the catalog.
- 





# WHAT IS CIM?

- Module of CourseLeaf
- Curriculum Inventory Management
- Replaces CAR and GPAR
- New solution for undergraduate program management
- All faculty and staff have access



# CIM BENEFITS

- Direct integration with Student Admin, catalog
  - No more copy/paste
  - Maintains data Student Admin cannot
  - Proposals tied to courses, programs
  - Easier to find active, historical proposals
- All proposals in single system
- Greater transparency
  - Anyone can review proposals
  - View details of upcoming catalog



# CIM DASHBOARD

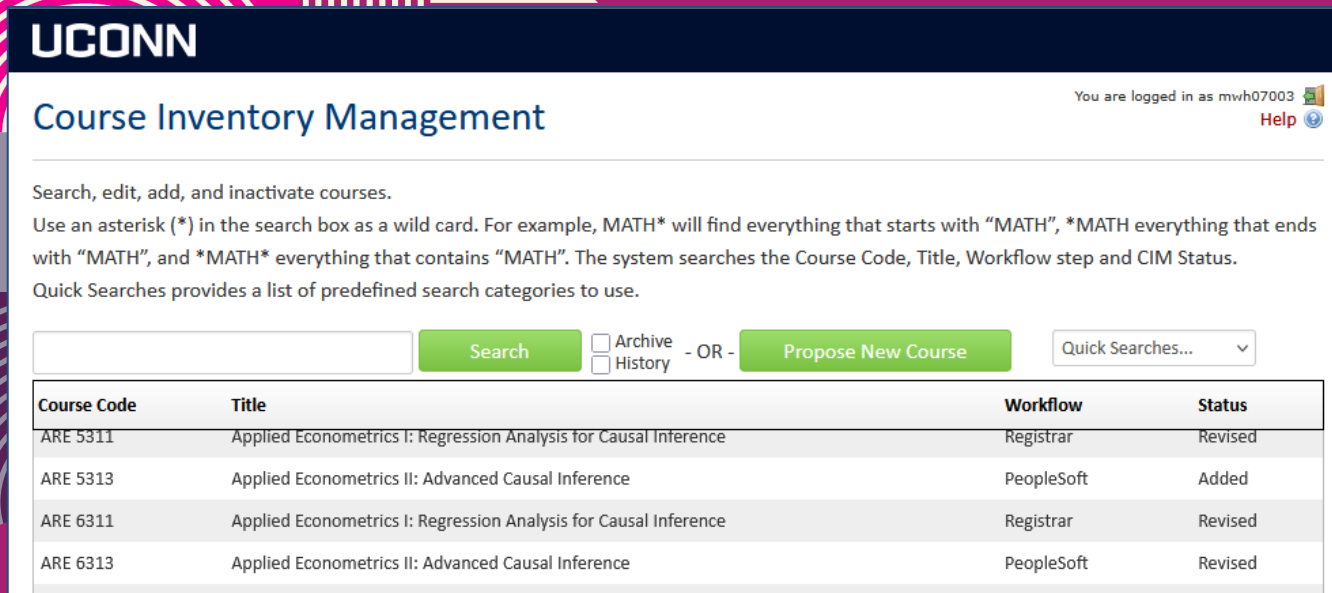
- uconn-next.courseleaf.com
- Review, approve, roll back proposals
- View all proposals in workflow
- Buttons to launch CIM forms

The screenshot displays the CourseLeaf CIM Dashboard. At the top, there's a dark green header with the CourseLeaf logo, a 'Help' button, an 'Admin Links' button, and a user profile icon. Below the header, a 'Configure Content' section contains buttons for 'Schedule', 'Catalog', 'Courses', 'Programs', 'Intent', and 'Misc'. The main content area has two tabs: 'ITEMS' and 'WORKFLOW' (which is active and shows a count of 99). Under the 'WORKFLOW' tab, there are filters for 'Role' (set to 'University Senate'), 'Type' (set to 'Any Type'), and 'Term' (set to 'Any Term'). Below these filters, a 'Filters Applied' section shows 'roles: University Senate'. The bottom part of the dashboard features a table with the following data:

Page Title	Type	Term	Submitter	Approver	Submitted	Modified
AH 2030: Obesity Prevention from Science to Society		n/a	Jessica Malek	University Senate	Sep 12, 2025	Oct 20, 2025
AH 2100: Career Development for Future Health Professionals		n/a	Lauren Wilson	University Senate	Sep 12, 2025	Oct 20, 2025
ANSC 1347: Stable Management		n/a	Richard Mancini	University Senate	Sep 29, 2025	Oct 20, 2025
ANSC 2581: Management Skills and Practices: Livestock		n/a	Amy Safran	University Senate	Sep 19, 2025	Oct 20, 2025

# COURSE FORM

- Search by subject, course number, title, or workflow step
- One proposal at a time per course
- To edit existing courses, search and select from list



**UConn**

Course Inventory Management

You are logged in as mw07003 [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.

☐ Archive History - OR -

Course Code	Title	Workflow	Status
ARE 5311	Applied Econometrics I: Regression Analysis for Causal Inference	Registrar	Revised
ARE 5313	Applied Econometrics II: Advanced Causal Inference	PeopleSoft	Added
ARE 6311	Applied Econometrics I: Regression Analysis for Causal Inference	Registrar	Revised
ARE 6313	Applied Econometrics II: Advanced Causal Inference	PeopleSoft	Revised

# COURSE FORM

[Export to PDF](#) [Export to Word](#) [Add Comment](#)

Date Submitted: 09/24/25 4:42 pm

Viewing: **ARE 6311 : Applied Econometrics I: Regression Analysis for Causal Inference ~~Applied Econometrics I~~**

Last edit: 09/24/25 4:42 pm

Changes proposed by: Marc Hatfield (mwh07003)

Catalog Pages referencing this course

[Agricultural and Resource Economics \(ARE\)](#)  
[Agricultural and Resource Economics \(PhD\)](#)  
  
[457: Applied and Resource Economics \(PHD\)](#)

Programs

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### Course Information

Subject Code	Agricultural and Resource Economics (ARE)	Catalog Number	6311
Cross-listed			
Title	<a href="#">Applied Econometrics I: Regression Analysis for Causal Inference</a> <del>Applied Econometrics I</del>		
Abbreviated Title	Applied Econometrics I		
Department	Agricultural and Resource Economics		

#### In Workflow

1. AGRESECON Chair
2. AGRNR Chair
3. Registrar
4. PeopleSoft

#### Approval Path

1. 09/24/25 3:01 pm  
Emma Bojinova (emma.bojinova):  
Rollback to Initiator
2. 09/24/25 4:41 pm  
Marc Hatfield (marcus.hatfield):  
Rollback to Initiator
3. 09/24/25 5:42 pm  
Emma Bojinova (emma.bojinova):  
Approved for  
AGRESECON Chair
4. 10/03/25 7:47 pm  
Jenifer Nadeau (jenifer.nadeau):

- Only edit fields that are changing
- Dynamic logic
- Key features
  - Red/green markup
  - Workflow steps
  - Approval path
  - Ecosystem

# PROGRAM FORM

**UConn**

Program Change Request

Export to PDF

Export to Word

Shred Proposal

Date Submitted: 10/28/25 10:58 am

Viewing: **46 : Marine Sciences (BA/BS)**

Last approved: 09/24/25 4:29 pm

Last edit: 10/28/25 11:26 am

Changes proposed by: Heidi Dierssen (hmd03003)

Catalog Pages Using this Program

[Marine Sciences \(BA or BS\)](#)

Program Information

Change Type	Other
Program Type	Degree Program
Intent approval	
Academic Level	Undergraduate
Degree	Bachelor of Arts/Bachelor of Science
Department	Marine Sciences

Add Comment

In Workflow

1. MARINESCI Chair

2. CLAS Chair

3. Office Academic Program Assessment

4. Provost

5. Registrar

6. Ready to Publish

Approval Path

1. 10/28/25 11:27 am

Heidi Dierssen (heidi.dierssen):

Approved for MARINESCI Chair

History

1. Sep 24, 2025 by

clmig-jwillging

- All existing programs pre-loaded
- Interface, features similar to course form
- Track information not in Student Admin
  - Program locations
  - Program modalities
  - Learning objectives
  - OHE numbers
  - All Student Admin plan codes
  - School/College for grad programs
  - Accelerated and Dual Degree programs

## Intent Request Management

### Intent Request

Program Type	<input type="text" value="Degree Program"/>
Academic Level	<input type="text" value="Undergraduate"/>
Degree	<input type="text" value="Bachelor of Arts/Bachelor of Science"/>
Department	<input type="text" value="Select..."/>
College/School	<input type="text" value="Select College/School..."/>
Additional Departments to Review	<div> <div>Department(s)</div> <div> <input type="text" value="Select..."/> <input type="button" value="X"/> </div> </div>
Additional Colleges/Schools to Approve	<div> <div>College(s) / School(s)</div> <div> <input type="text" value="Select..."/> <input type="button" value="X"/> </div> </div>
Title	<input type="text"/>
Brief overview of program, and of purpose and need for program	<div><input type="text"/></div>
Attach relevant files - see instructions	<div> <input type="button" value="Attach File"/> </div> <div> <div>Uploaded Files:</div> <input type="text"/> <div>Files To Be Uploaded:</div> <input type="text"/> </div>

# INTENT REQUEST

- Must be approved before new program proposal
- Workflow
  - Program Development
  - Department(s)
  - Dean(s)
  - Provost's Office
- Once approved, available to select on Program Form

Intent approval	<div> <div>Select...</div> <div> <input type="text"/> </div> <div> <input type="button" value="Select..."/> </div> <div>Equine Science and Management</div> </div>
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# OTHER UPDATES

- CourseLeaf Reports
  - Interactive, self-service
  - Can be shared via URLs
  - Work in progress
- Additional work to be done
  - Finalize integration with Student Admin
  - Load additional program information into CIM
  - Add location, modality, and program learning objectives to catalog
- Resources
  - UConn Knowledge Base
  - [curriculum.hub.uconn.edu](https://curriculum.hub.uconn.edu)
  - CIM Office Hours
  - End user training coming soon

An abstract geometric design on the left side of the slide. It features a dark blue background with various geometric shapes and patterns. A white circle is positioned near the top left. Below it, a light blue semi-circle is visible. To the right of the semi-circle, there is a pink triangle with diagonal lines. Further down, there is a pink square with a pattern of concentric lines. At the bottom, there is a pink triangle with a pattern of concentric lines. The overall design is modern and minimalist.

# QUESTIONS?