

Illinois Tech's New Online Program and Policy Proposal Software

Illinois Tech is implementing a new online curriculum management tool named CourseLeaf CIM (www.courseleaf.com) in Spring 2018.

This software will allow the university to transition from a paper-based academic program/policy proposal and revision process to a web-based form with an automated workflow through university governance. These forms are "smart forms" that dynamically create approval paths based off of the program or change type and academic units, including any necessary voting steps. Faculty may log into the system at any time to view the status of a pending proposal.

Program proposal form:

Illinois Institute of Technology
PROGRAM MANAGEMENT

New Program Proposal

[Propose New from Existing Program](#)

*Undergraduate Studies Committee program proposal presentation deadline: February 14, 2018
Graduate Studies Committee program proposal presentation deadline: January 26, 2018
All program proposals must be received by the University Faculty Council by March 1, 2018 to be considered for the 2018 - 2019 academic year.**

**Please note that a submitted program proposal form must be reviewed/approved by departmental leadership and Academic Affairs before it may be presented to the Undergraduate Studies Committee, Graduate Studies Committee, or University Faculty Council.*

All fields that are outlined in red are required fields.

Requestor Name	<input type="text" value="Holli Pryor-Harris"/>	E-mail	<input type="text"/>
Origination Date	<input type="text" value="2017-9-12"/>		
Is this an interdisciplinary program?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<i>Note: An interdisciplinary program is defined as a program that is not administered by an academic department(s), but is administered by the larger college administrative unit. Co-terminal or dual degree programs are NOT considered interdisciplinary programs in this sense.</i>			
Academic Unit	<input type="text" value="Computer Science"/>	College	<input type="text" value="College of Science"/>
Program Title	<input type="text"/>		
Effective Academic Year	<input type="text" value="Select..."/>	Effective Term	<input type="text" value="Select Effective ^"/>
Academic Level	<input type="text" value="Graduate"/>		
Program Type	<input type="text" value="Graduate Degree"/>		
Degree Type	<input type="text" value="Master of Science (MS)"/>		

Policy Proposal Form:

Illinois Institute of Technology

MISCELLANEOUS REQUEST MANAGEMENT

Miscellaneous Request

Level

Policy Category

Policy Title

Details of policy proposal

Supporting documentation

Uploaded Files:

Files To Be Uploaded:

Smart Workflow Example:

Viewing: : ME in Forensic Engineering

Last edit: 07/06/17 12:05 pm

Changes proposed by: mohammadi

Requestor	Name	Jamshid Mohammadi	E-mail	mohammadi@iit.edu
Origination Date	2017-7-6			
Is this an interdisciplinary program?	No			
Academic Unit	Civil Archl Environ Engrg Armour College of Engineering	College		
Program Title	ME in Forensic Engineering			
Effective Academic Year	2018 - 2019	Effective Term	Fall 2018	
Academic Level	Graduate			
Program Type	Graduate Degree			
Degree Type	Master of Engineering (ME)			

In Workflow

1. CAEE Chair
2. Academic Affairs
3. AC Dean
4. Graduate Studies Committee Chair
5. Graduate Studies Committee Vote
6. Graduate Studies Committee Chair
7. Faculty Council Chair
8. Faculty Council Vote
9. Faculty Council Chair
10. Provost
11. President
12. Board of Trustees
13. Academic Affairs
14. Registrar

Committee Voting Example:

New Program Proposal

Date Submitted: 06/21/17 3:41 pm

Viewing: CER-FPE : Certificate in Food Process Engineering

Last edit: 07/11/17 9:36 am

Changes proposed by: iitadmin

Requestor	Name	iitadmin	E-mail
Unknown			
Origination Date	2017-6-21		
Is this an interdisciplinary program?	No		
Academic Unit	Food Science and Nutrition	College	
	School of Applied Technology		
Program Title	Certificate in Food Process Engineering		
Effective Academic Year	2017 - 2018	Effective Term	Fall 2017
Academic Level	Graduate		
Program Type	Post-Baccalaureate Certificate		

Vote Required for Approval

Do you accept the proposed changes?

Yes No

Comments

[View Voting Results](#)

- In Workflow**
- 1. FDSN Chair
 - 2. Academic Affairs
 - 3. AT Dean
 - 4. Graduate Studies Committee Chair
 - 5. Graduate Studies Committee Vote
 - 6. Graduate Studies Committee Chair

Questions? Contact Sarah Pariseau at sparisea@iit.edu or 312.567.3036.