

CourseLeaf CIM Tip Sheet

Approving a New Degree or Certificate

Prefer video? Scroll to the bottom of this tip sheet for a link!

This tip sheet is for curriculum reps who are reviewing a new degree/certificate that has been submitted for approval—it applies to both the New Degree or Certificate Proposal and the full Narrative. For full information about the process to create a new degree/certificate, visit [the CCC's Degree or Certificate Process & Resources webpage](#).

- ✓ **Approval Request Emails vs. FYI Emails:** A quick peek at the email subject will help you figure out if you need to take action in CourseLeaf or simply read through the degree/certificate for discussion at an upcoming division CC or CCC meeting:
 - ✓ "Degree or Certificate ready for your review" in the subject = an approval request email
 - ✓ "Degree or Certificate submission" in the subject = an FYI email (your approval is not required)
 - FYI emails also state that "your approval is not necessary" in the body of the email
- ✓ **Direct Link to Your Approval Queue:** <http://courseleaf.foothill.edu/courseleaf/approve>
 - ✓ If you use this link (instead of the link in your CourseLeaf notification email), you may need to make a selection in the "Your Role" drop-down menu in order for items to populate for you to review
- ✓ **New Degree/Certificate Proposal vs. Full Narrative:** The workflow for a new degree/certificate is complex, and you'll be prompted to approve the same degree/certificate at two steps in the process:
 - ✓ New Degree or Certificate Proposal = only the short Proposal form has been completed
 - ✓ Full Narrative = the Proposal form is still visible, and below that the full Narrative for the new degree/certificate has been filled out; for example:

New Degree or Certificate Proposal

Which academic departments will be involved in the creation of this new degree/certificate? Are any new departments being created?
Engineering and Mathematics. No new departments are being created.

Does De Anza offer a similar degree or certificate?
No

What is the educational need for this new degree/certificate?
Robotics is a fast-growing field.

How does the degree/certificate align with Foothill's Strategic Vision for Equity?
Provides workforce opportunities to students.

Comments and other relevant information for discussion:

Certificate of Achievement Workforce Narrative

Program Goals and Objectives
The Certificate of Achievement in Robotics would provide introductory knowledge in the conception and design of robots. Students would take classes in engineering and math that provide a solid foundation, which they can apply to an associate degree. We are working with local industry to set up internship and job placement opportunities for students who complete the certificate.

- ✓ For full details about our process to create a new degree or certificate, visit [the CCC's Degree or Certificate Process & Resources webpage](#)

✓ **Important Tip About Course Lists:** When you're reviewing the full Narrative, you'll see one or two Course Lists (in the Core Courses and Support Courses sections). These lists pull course information directly from the CORs in CourseLeaf, and symbols are used to indicate the following:

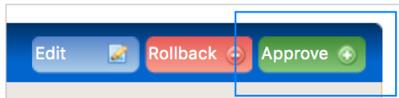
- ✓ New Course  = this course is currently in the proposal stage of being created and is not yet active. This may impact the activation timeline for the new degree/certificate
- ✓ Edited Course  = this course either has edits in progress for a future term or is a new course in the later stages of being created and is not yet active. This may impact the activation timeline for the new degree/certificate
- ✓ Deleted Course  = this course is either currently inactive or is in the process of being deactivated. It needs to be either reactivated or removed from the Narrative

Note: AA-T Degrees and AS-T Degrees do not contain Course Lists. Refer to the attached TMC document to review the Core and Support Courses

✓ **Adding a Comment:** If you would like to enter a comment, click the "Edit" button—the proposal or full narrative will open in a new window. Scroll down to the very bottom of this window to locate the "Reviewer Comments" section. Once you're done entering your comments, click the "Save Changes" button.

- ✓ Be aware that your comments will be visible to anyone viewing the submission
- ✓ Don't forget to approve, once you're ready to do so!

✓ **Don't Forget to Click the "Approve" Button!** Even if you've added a comment, you still need to take action to approve the degree/certificate—click that green "Approve" button to move it forward in workflow:



Prefer video training? We offer a video version of this tip sheet (which goes into a little more detail)! For it and other tip sheets and videos related to CourseLeaf, please check out our full slate of training resources, available on [the CCC's CourseLeaf Resources webpage](#).