

How to Guide for Faculty Review of a Course in CourseLeaf

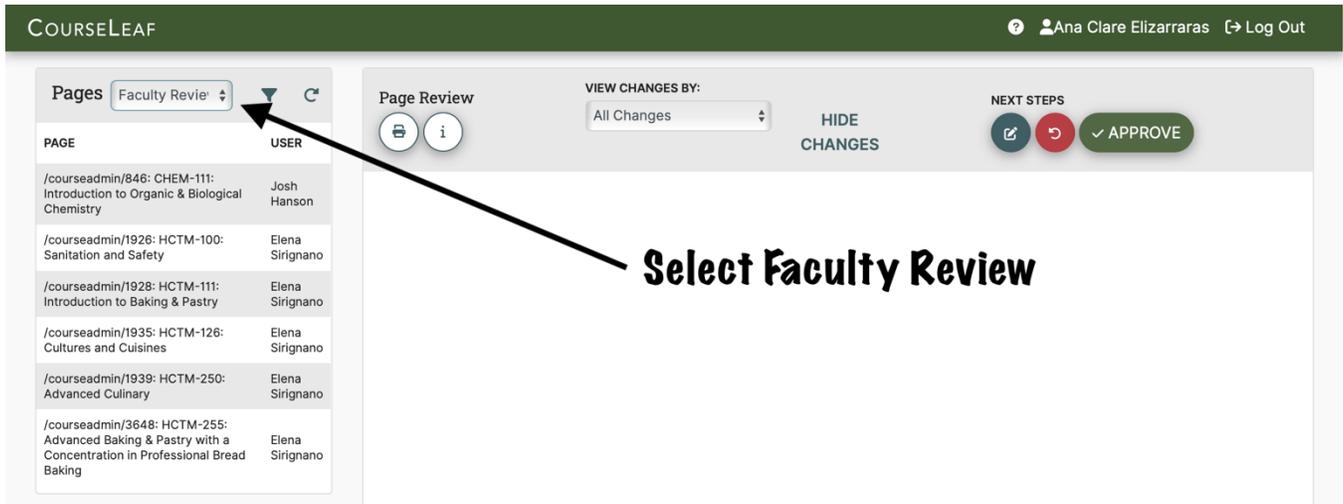
STEP 1. Login to CourseLeaf using the following link:

<https://nextcat.napavalley.edu/courseleaf/approve/>

Your username is the first part of your NVC email without the @napavalley.edu

Your password is the same as your NVC login information

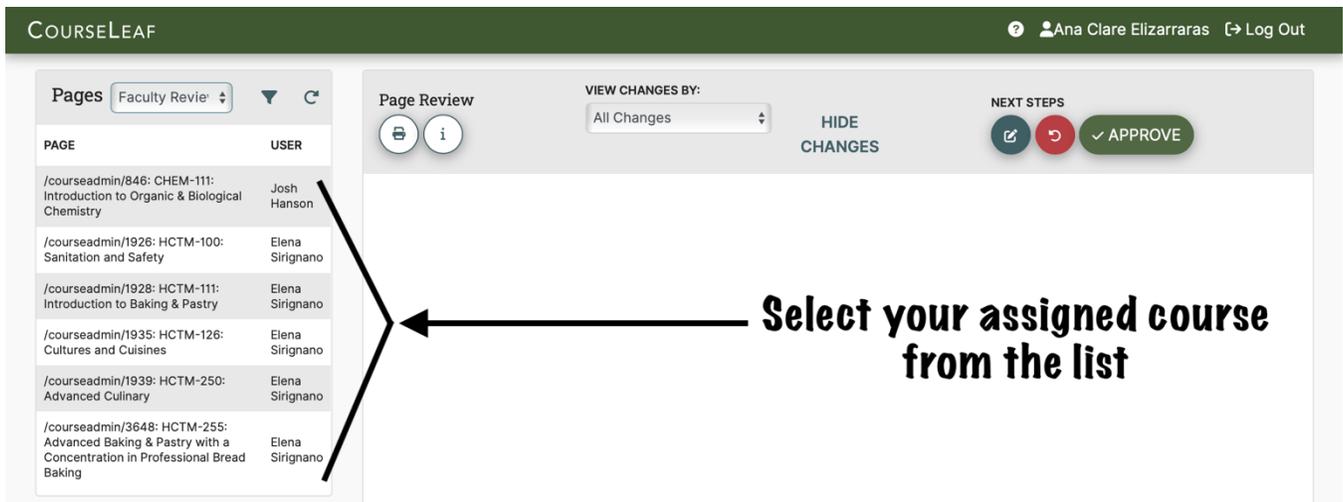
STEP 2. Select Faculty Review from the dropdown menu on the lefthand side.



The screenshot shows the CourseLeaf interface. At the top left, the 'Pages' dropdown menu is set to 'Faculty Review'. A black arrow points from the text 'Select Faculty Review' to this dropdown menu. The main content area displays a table of pages with their respective users.

PAGE	USER
/courseadmin/846: CHEM-111: Introduction to Organic & Biological Chemistry	Josh Hanson
/courseadmin/1926: HCTM-100: Sanitation and Safety	Elena Sirignano
/courseadmin/1928: HCTM-111: Introduction to Baking & Pastry	Elena Sirignano
/courseadmin/1935: HCTM-126: Cultures and Cuisines	Elena Sirignano
/courseadmin/1939: HCTM-250: Advanced Culinary	Elena Sirignano
/courseadmin/3648: HCTM-255: Advanced Baking & Pastry with a Concentration in Professional Bread Baking	Elena Sirignano

STEP 3. Select the assigned course from the list of pages on the lefthand side.



The screenshot shows the CourseLeaf interface. The 'Pages' dropdown menu is set to 'Faculty Review'. A black arrow points from the text 'Select your assigned course from the list' to the list of pages in the table.

PAGE	USER
/courseadmin/846: CHEM-111: Introduction to Organic & Biological Chemistry	Josh Hanson
/courseadmin/1926: HCTM-100: Sanitation and Safety	Elena Sirignano
/courseadmin/1928: HCTM-111: Introduction to Baking & Pastry	Elena Sirignano
/courseadmin/1935: HCTM-126: Cultures and Cuisines	Elena Sirignano
/courseadmin/1939: HCTM-250: Advanced Culinary	Elena Sirignano
/courseadmin/3648: HCTM-255: Advanced Baking & Pastry with a Concentration in Professional Bread Baking	Elena Sirignano

- STEP 4. Review the assigned course in detail. Focus on the following sections:
- Section A – Course Data Elements
 - Full Course Title
 - Section B – Course Description
 - Catalog Course Description
 - Catalog description should be written in full sentences, should be more than one sentence, should not just restate the course title, and give a clear idea of what the course is and offers students.
 - Section D – Course Standards
 - Offered through Distance Education
 - Section E – Course Content
 - Course Objectives
 - Objectives should be presented as a verb phrase.
 - Course Content
 - Course content serves as a guide, allows for academic freedom, and is appropriate with regard to the number of units assigned and desired articulation (Actual content is the purview of the faculty/department).
 - Methods of Instruction
 - There should be at least two types of methods of instruction along with examples.
 - Methods of Evaluation
 - There should be at least two types of methods of evaluation along with examples.
 - Reading/Writing/Other Assignments
 - There should be at least two types of assignment examples in reading and writing. Other assignments are optional.
 - Section G – Diversity, Equity and Inclusivity
 - There should be information included in this area where the faculty address how the course addresses DEI. Please remember that there are many ways this can be accomplished.

STEP 5. If the course is perfect and needs no changes, please click the green approve button at the top of the COR on the righthand side.

The screenshot shows the COURSELEAF interface. At the top, the user is identified as Ana Clare Elizarraras. The main area is titled 'Page Review' and shows details for 'Mathematics (Master's Degree)'. The 'NEXT STEPS' section at the top right contains three buttons: a green circle with a pencil icon, a red circle with a refresh icon, and a green button labeled 'APPROVE'. An arrow points from the text below to the 'APPROVE' button.

PAGE	USER
/courseadmin/2391: MATH-108: Trigonometry	Ana Clare Elizarraras
/courseadmin/2413: MATH-221: Multivariable Calculus	Ana Clare Elizarraras

Subject Code	MATH - Mathematics	Course Number	108
Department	Mathematics (MATH)		
Division	Mathematics (MATH)		
Double Coded With			
Dual Coded With			
Full Course Title	Trigonometry		
Short Title	Trigonometry		

If no changes are needed click the approve button

STEP 6. If you have suggestions for the faculty author click the green circle with the pencil at the top of the COR on the righthand side.

The screenshot shows the COURSELEAF interface, identical to the one above. The 'NEXT STEPS' section at the top right contains three buttons: a green circle with a pencil icon, a red circle with a refresh icon, and a green button labeled 'APPROVE'. An arrow points from the text below to the green pencil icon.

PAGE	USER
/courseadmin/2391: MATH-108: Trigonometry	Ana Clare Elizarraras
/courseadmin/2413: MATH-221: Multivariable Calculus	Ana Clare Elizarraras

Subject Code	MATH - Mathematics	Course Number	108
Department	Mathematics (MATH)		
Division	Mathematics (MATH)		
Double Coded With			
Dual Coded With			
Full Course Title	Trigonometry		
Short Title	Trigonometry		

If you have suggestions for the faculty author click the green pencil

STEP 7. Under Section A is an option to “Send Workflow to Initiator.” Select Yes.

NAPA VALLEY COLLEGE

Course Inventory

Editing: **MATH-108: Trigonometry**

Is your course a common course numbering course?
 Yes No

Effective Term:

CC Approval:

AS Approval:

BOT Approval:

COCI Approval:

SECTION A - Course Data Elements

Send Workflow to Initiator: Yes No

CB04 Credit Status:

If you are providing feedback, select Yes to Send Workflow to Initiator

Faculty Author's Comments:

Reviewer Comments:

Once finished click save changes

STEP 8. Scroll to the bottom of the form and enter your comments in the “Faculty Author’s Comments” box. When you have finished providing feedback, select “Save Changes”

Faculty Author's Comments:

Reviewer Comments:

Once finished click save changes

STEP 9. Once you have provided your feedback and saved your changes you must click the green approve button to send the form back to the faculty author.

Once you have provided feedback click the green approve button to send the COR back to the faculty author

Things to consider:

- While you may point out and offer suggestions for correcting grammar errors the author made, you should not feel obligated to do so with the exception of the Catalog Description and the phrasing of the outcomes and objectives as verb phrases.
- If the proposal is particularly riddled with errors, it's enough to return it to the author with a note suggesting it needs to be proofread.
- Please be respectful, thoughtful, and generous. The faculty reviewer's role is to help the faculty author submit the best possible proposal by offering suggestions, which the author (in consultation with their department, program coordinator and/or division dean) must review but may decide are not appropriate.
- It's the curriculum committee's role to ensure standards are met. The reviewer's role is to help the author succeed in meeting those standards.

Thank you for your time and commitment to excellence. If you have any questions, please email the Curriculum Committee Faculty Co-Chair (anaclare.elizarraras@napavalley.edu) or the Curriculum Analyst (Katherine.lebe@napavalley.edu).