How to Guide for Faculty Review of a Course in CourseLeaf
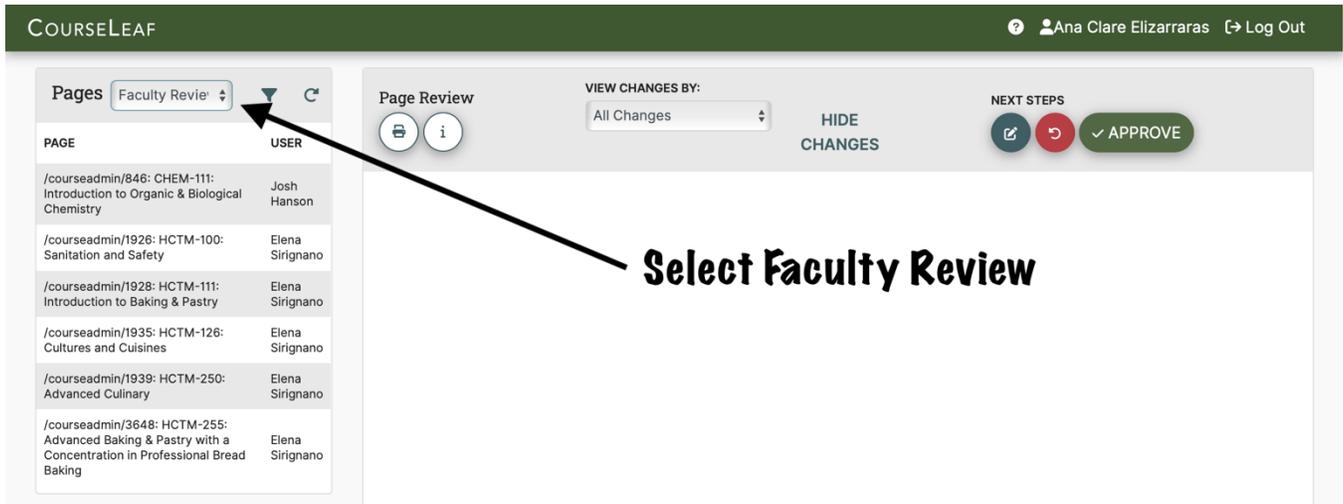
STEP 1.   Login to CourseLeaf using the following link:
          https://nextcat.napavalley.edu/courseleaf/approve/
          Your username is the first part of your NVC email without the @napavalley.edu
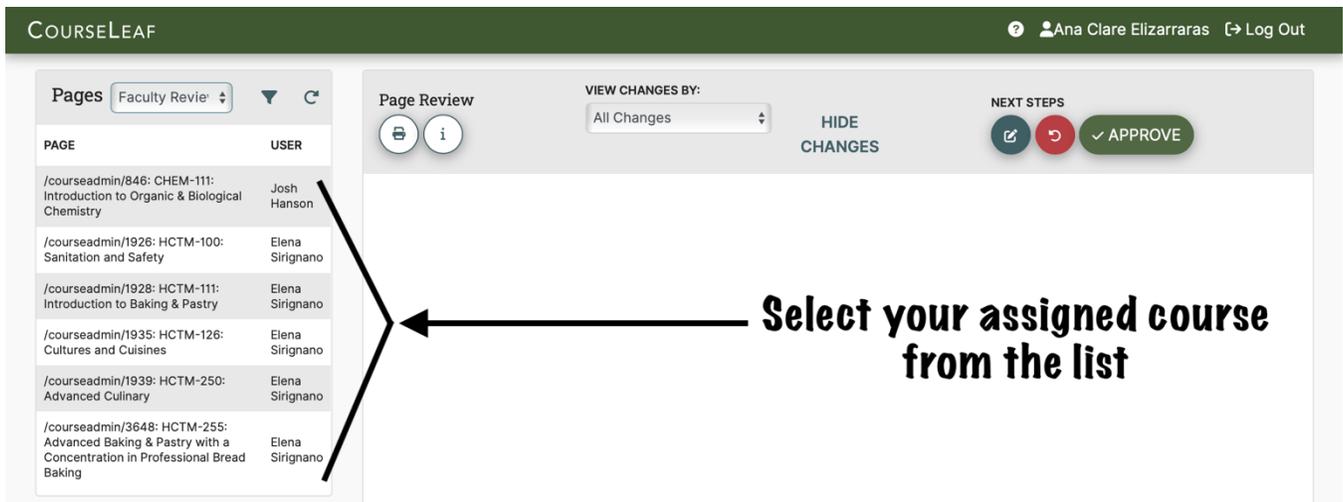   Your password is the same as your NVC login information

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

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

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.

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.

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	Fall 2026
CC Approval	
AS Approval	
BOT Approval	
COCI Approval	

SECTION A - Course Data Elements

Send Workflow to Initiator	○ Yes	○ No
CB04 Credit Status ⓘ	Credit - Degree Applicable	

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

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"

Pass

Faculty Author's Comments	
Reviewer Comments	*Enter feedback for the author here*

Cancel   Save Changes

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.

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).