

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, there is a green header with 'COURSELEAF' on the left and user information 'Ana Clare Elizarraras' and a 'Log Out' link on the right. Below the header, there is a 'Pages' section with a dropdown menu set to 'Faculty Review'. To the right of the dropdown is a 'Page Review' section with a 'VIEW CHANGES BY:' dropdown set to 'All Changes', a 'HIDE CHANGES' button, and a 'NEXT STEPS' section with buttons for 'APPROVE' and 'REVIEW'. Below the 'Pages' section is a table with two columns: 'PAGE' and 'USER'. The table lists several courses and their assigned 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.

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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 Page Review interface. On the left, there's a sidebar with 'Page s' and a table listing pages. The main area is titled 'Page Review' and includes a 'VIEW CHANGES BY:' dropdown set to 'All Changes', a 'HIDE CHANGES' button, and a 'NEXT STEPS' section with three buttons: a green circle with a pencil, a red circle with a refresh icon, and a green 'APPROVE' button. An arrow points from the text 'If no changes are needed click the approve button' to the 'APPROVE' button.

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

Mathematics (Master's Degree)

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

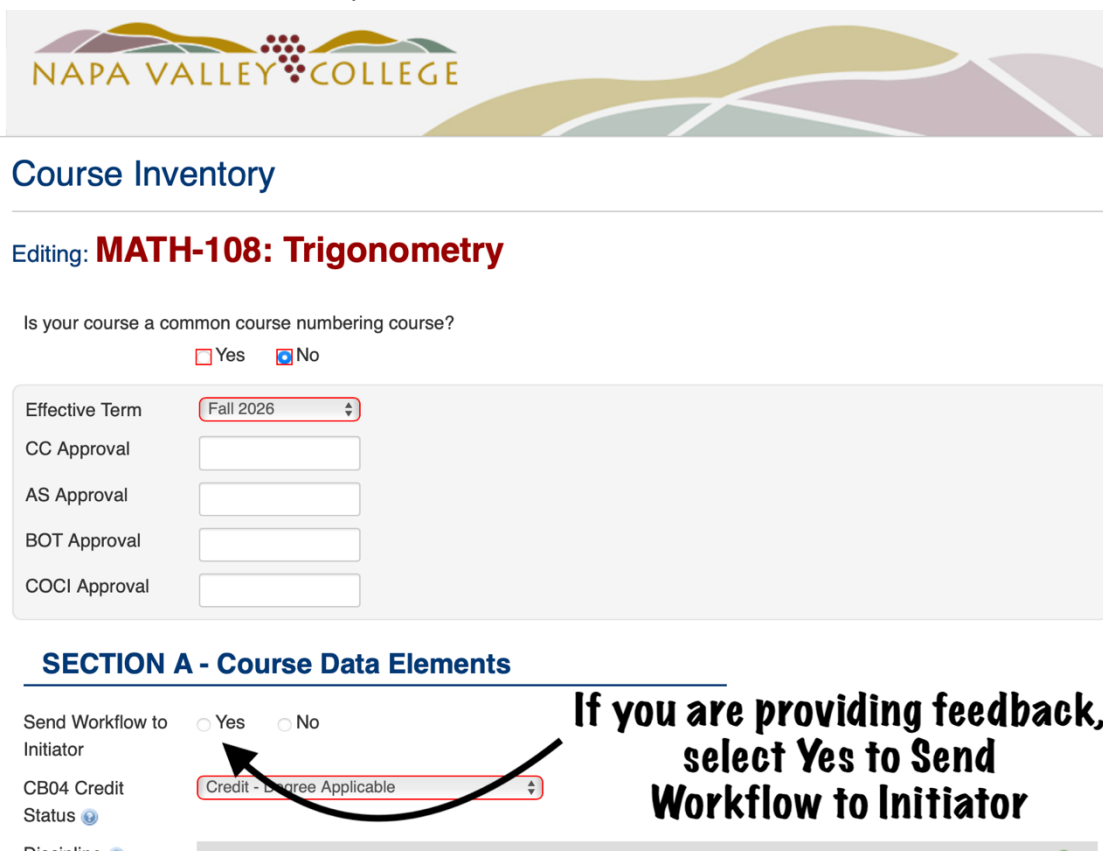
If no changes are needed click the approve button

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.

This screenshot is identical to the one above, showing the COURSELEAF Page Review interface. However, an arrow points from the text 'If you have suggestions for the faculty author click the green pencil' to the green circle with a pencil icon in the 'NEXT STEPS' section.

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

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.

The screenshot shows the COURSELEAF interface. At the top, the header includes the COURSELEAF logo, a user profile for Ana Clare Elizarraras, and a Log Out button. The main area is divided into three sections:

- Pages:** A list of pages with columns for PAGE and USER. The first page is "/courseadmin/2391: MATH-108: Trigonometry" by Ana Clare Elizarraras. The second page is "/courseadmin/2413: MATH-221: Multivariable Calculus" by Ana Clare Elizarraras.
- Page Review:** A section for reviewing a specific page. It includes a "VIEW CHANGES BY:" dropdown set to "All Changes", a "HIDE CHANGES" button, and a "NEXT STEPS" section with buttons for "EDIT", "REVERT", and "APPROVE".
- Course Details:** A table showing details for the selected page (Mathematics (Master's Degree)).

An arrow points from the text box below to the "APPROVE" button.

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		

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).