M E M O R A N D U M

DATE: 4 December 2018

TO: Dr. Christopher Shamburg, Senate President

FROM: Dr. Karen D. Morgan, Interim Assistant Provost for Undergraduate Experience

RE: NJCU Curriculum Inventory Management (CIM) System Update

I am pleased to announce that NJCU is in the final stages of completing its implementation process of the Leepfrog CourseLeaf Curriculum Inventory Management (CIM) System. With the implementation of CIM (pronounced "k IH m"), the University will have an online platform that will provide a central database for proposing new courses/programs or editing existing courses or programs and the approval of the aforementioned. This system has an automatic workflow with notifications and tracking, is integrated with PeopleSoft, synchronizes with our current Catalog Management (CAT) System, shows the impact on departments or programs (i.e., CIM shows which program references a course to be revised, what courses are its equivalent, and any prerequisites), and generates custom PDFs or Word files for committee or individual use.

Through the concerted efforts of our NJCU Implementation Team[1] in collaboration with Leepfrog, we have digitized our course and program approval forms (Figures 1 and 2). CIM provides both step-by-step written instructions with images and help videos.
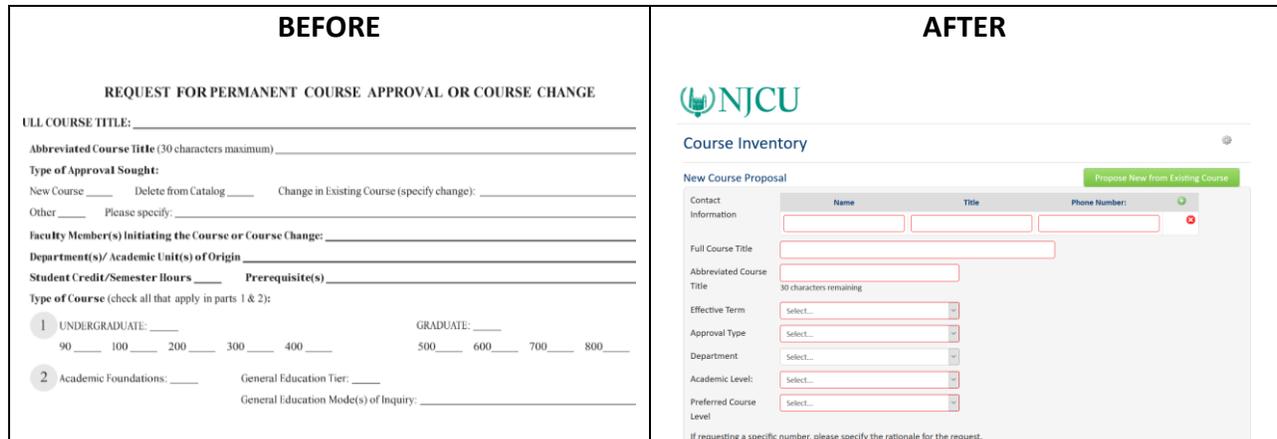
Figure 1. Sample Course Approval or Course Change

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[1] NJCU CIM Implementation Team: Monica Almonor, Cindy Arrigo, Nurdan Aydin, Elizabeth Galetz, Sue Gerber, Jimmy Lau, Alison Maysilles, Karen Morgan (Team Lead), Santhi Pamidighantam, Donna Piscopo, Benjamin Rohdin, Navin Saiboo, Christopher Shamburg, Ritu Shastri, Lourdes Sutton, Allison Thornton, Sarah Vandermark, Timothy White
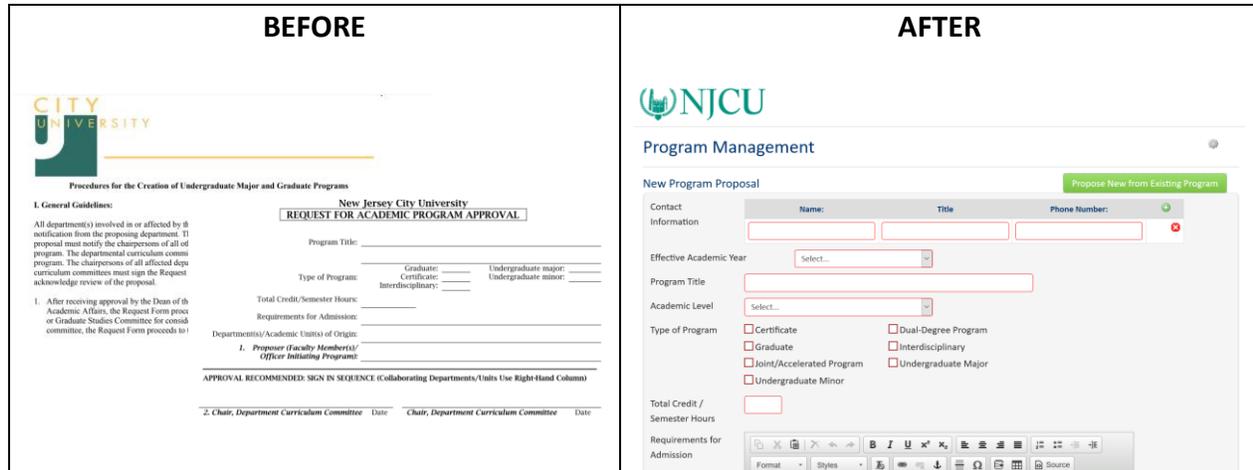
Figure 2. Sample Program Approval or Program Change

Forms adjust based on what is selected. A key benefit is a proposer only needs to fill out one main form for the initiation process for creating or revising a particular course or program. Workflow is adaptive and changes based on what is filled in. Furthermore, there is an expected reduction in creating, editing, and updating program requirements and thus catalog content.

While CIM offers us several benefits, top benefits include:

- Forms pre-populate with data from PeopleSoft so that users don't have to start from scratch.
- Users can start with the shortest form possible so that users won't be overwhelmed or waste time with lengthy forms or questions that don't pertain to that user.
- Forms will expand and collapse based on how users fill out the form to provide governance of the data that are necessary in the review process.
- Business logic is built into the form to help users fill out the form in accordance with the NJCU's business processes, internal logic, and PeopleSoft rules.
- Help bubbles are one way that the form can guide users.
- The workflow is dynamic and driven based on how the user has filled out the form.
- The CIM ecosystem provides an automatic list of impact.
- Archived Record in CIM will maintain a historical record.

We began this phase in the Leepfrog CourseLeaf implementation of CIM in January 2018. At the start of the CourseLeaf CIM implementation, the NJCU CIM Implementation Team met with the Leepfrog Implementation Team on the to introduce teams, confirm project scope, and identify subsequent steps. We then followed that up a few days later with a CIM orientation to confirm the scope of the project and assess any needs as well as any requirements necessary to begin implementation. Over the next two and a half months, CourseLeaf built our program and course forms and program and course approval workflows while the NJCU CIM Implementation Team provided critical feedback in preparation for our pilot.

The pilot was an on-site meeting that spanned two days where a Leepfrog Pilot Representative reviewed our forms developed by the Leepfrog Implementation Team and used decisions made during our form review process to make any necessary changes. Once the NJCU Implementation Team approved the forms, Leepfrog's training staff provided a testing training session. The training session detailed all of the features on the CIM forms needed to be evaluated during the testing period: fields, functionality, workflow, and data-related elements. Subsequently, the forms were shared with various NJCU constituents, including the curriculum committees for all four colleges, requesting their feedback. This process allowed University faculty and staff to self-test our CIM platform to ensure that our agreed upon specifications were met.

The program and course forms were moved to production in October 2018. NJCU is now ready to begin submission of new NJCU program proposals as well as course revisions (including course titles and course descriptions). The Earth and Environmental Science Department has volunteered to be the pilot department to submit a new proposal in an authentic environment.

Over the next six weeks, Leepfrog will build connections between our online catalog (CAT) and online curriculum platform (CIM). Leepfrog will perform a one-time migration of our existing programs from the catalog into the CIM program forms. At the culmination of this process, along with feedback from our NJCU Implementation Team, proposers will be able to submit revisions to existing NJCU programs. There will also be a webinar training for NJCU CIM administrators on managing our CIM environment. Training will include workflow, role and account management, syncing, viewing course and program history, user provisioning, general settings, and other relevant aspects of CIM.

An implementation timeline is provided on the next page. Various members of the NJCU CIM Implementation Team in collaboration with the Office of the Provost will work closely with the Senate to provide an abbreviated online NJCU CIM User Guide. Furthermore, the team will work closely with IT and Marketing and Communication so that the guide is accessible via GothicNet and multiple webpages on the NJCU website.

I'd like to acknowledge the contributions of the NJCU CIM Implementation Team and thank them for their good work.

The following timeline offers a general overview of the CIM implementation process:

Date	Project
November 2017	Preliminary Planning Meeting (Leepfrog CourseLeaf-NJCU)
January 2018	Curriculum Inventory Management (CIM) System Welcome Call, Webinar, and Demo (Leepfrog CourseLeaf-NJCU)
January 2018	CIM Orientation (Leepfrog CourseLeaf-NJCU)
March 2018	Program Form Review (Leepfrog CourseLeaf-NJCU)
March 2018	Course Form Review (Leepfrog CourseLeaf-NJCU)
April 2018	Pilot – Course Form (Leepfrog CourseLeaf-NJCU)
April 2018	Pilot – Program Form (Leepfrog CourseLeaf-NJCU)
May – June 2018	Building and Workflow Setup (Leepfrog CourseLeaf-NJCU)
July 2018	Testing Training (Leepfrog CourseLeaf-NJCU)
July 2018 – September 2018	Program and Course Forms Feedback* (Leepfrog CourseLeaf-NJCU)
October 2018	Finalize Forms, Final Q&A of Program and Course Forms (Leepfrog CourseLeaf)
October 2018	Move Forms to Production (Leepfrog CourseLeaf)
November 2018 (Projected Date: Dec. 3, 2018)	Begin Submission of New NJCU Program Proposals and Revisions to Existing Courses (NJCU)
December 2018	Building Connections between CourseLeaf's NJCU CAT and CIM Platforms (Leepfrog CourseLeaf)
January 2019	Final Administrator Training (Leepfrog CourseLeaf-NJCU)
January 2019 (Projected Date: Jan. 22, 2019)	Begin Submission of Revisions to Existing NJCU Programs (NJCU)

*Includes feedback solicited from all four college curriculum committees

c: Donna Piscopo, Administrative Assistant, University Senate Office
Anna Palermo, Administrative Assistant to the Provost and Senior Vice President