

# CourseLeaf Bundling

Bundling is the ability to take multiple proposals to create a unit, like stapling several course and program forms together and dropping it in campus mail to start the approval process. Bundling is often used when multiple program and/or course proposals are related. With bundling, the intent is for the workflows from all proposals to merge and to be reviewed in the workflow process together. When bundled, all the proposals are approved, voted, or rolled back together as a unit.

## Creating the Bundle

This starts by establishing a primary proposal in [Course Admin](#) or [Program Admin](#), which is the initial form on which a user chooses to click “Start Workflow.” This proposal’s workflow will serve as the foundation for the merged bundle workflow. Once “Start Workflow” is clicked, CIM checks for any proposals that can be bundled, which is defined by proposals the same user has edited.

**Choose Proposals to Bundle**

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

**Course**

- ART 125: Installation and Performance Art ⓘ
- ART 156: History of Western Art ⓘ
- ART 200: Cave Paintings, Colosseum, and Cathedrals: History of Prehistoric to Medieval Art and Architecture ⓘ
- ART 201: Mona Lisa to Van Gogh: History of Renaissance to Modern Art and Architecture ⓘ
- ART 256: Non-Western Art History ⓘ
- ART 371: History of Sculpture ⓘ

**Program**

- ART-BA: Bachelor of Arts in Art ⓘ
- ART-BFA: BFA Art ⓘ
- ART-MINUG: Art History Minor ⓘ
- ART-MINUG: Art Minor ⓘ
- CINE-BA: BA in Games and Interactive Media ⓘ
- CS-MINUG: Computer Science Minor
- ENGR-ND: 2/2 Program ⓘ

Any course edited by that user (Proposer A) and not yet in workflow, or that is at the first step in workflow, will be listed as an option to bundle—even if it is outside a particular subject area. Up to 99 proposals can be in a bundle. If another proposer (Proposer B) has made edits to a course and saved them in CIM, Proposer A can edit that same course and click "SAVE" without making any changes. This will allow that course option to appear in the "Choose Proposals to Bundle" pop-up box for Proposer A.

If there are exclamation marks in black dots that appear, this means Proposer A is not the last editor on that proposal, or that at least one of the required fields in that proposal isn't filled out, or the proposal has failed a validation rule (a custom configuration, such as a specific criterion needing to be met in order to start workflow). Proposals with black dots cannot be added to the bundle until all of the required fields on the form are filled out.

**Choose Proposals to Bundle**

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Bundle Title:

**Course**

- ART 125: Installation and Performance Art ⓘ
- ART 156: History of Western Art ⓘ
- ART 201: World Art to 1400: History of Prehistoric to Medieval Art and Architecture ⓘ
- ART 256: Non-Western Art History ⓘ
- ART 371: History of Sculpture ⓘ

**Program**

- ART-BA: Bachelor of Arts in Art ⓘ
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No Details Available. The proposal may need to be saved again to refresh the validation results. View proposal for more information.

is or could this course in  Yes  No

purpose of this

**Choose Proposals to Bundle**

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

**Course**

- GNRS 554P: Medical-Surgical Care of the Adult and Geriatric Patient Practicum ⓘ
- GNRS 558P: Intermediate Medical-Surgical Care of the Adult Practicum ⓘ
- HIST 203: History of California ⓘ
- MGMT 210: Principles of Management - Test Edit
- MIN 402: Christian Ministry Internship II ⓘ
- MUS 140: University Choir ⓘ
- MUS 141: University Choir ⓘ

**Program**

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- CINE-BA: BA in Games and Interactive Media ⓘ
- CS-MINUG: Computer Science Minor
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Catalog Pages  
referencing this course

School of Business and Management

Once the bundle has been named, the target proposals have been selected, and “Start Workflow” has been clicked, the bundle will show up in [Course Admin](#) or [Program Admin](#) under any of the proposed courses or programs.

\*    Archive  History - OR -

Course Code	Title	Workflow	Status
ACCT 101	ACCT TEST COURSE	OCS J	Edited
ACCT 102	TEST COURSE 2	OCS J	Added
ACCT 103	Accounting 103	OCS J	Added
ACCT 120	Principles of Accounting I		Edited
ACCT 121	Principles of Accounting II		
ACCT 122	Accounting Perspectives		
ACCT 320	Intermediate Accounting I		
ACCT 321	Intermediate Accounting II		

**SBM Bundle** +

**Course**

- ACCT 120: Principles of Accounting I ✖
- BUSI 213: Negotiation Strategies and Skills ✖
- MGMT 210: Principles of Management - Test Edit ✖

Date Submitted: 11/10/23 2:44 pm

Viewing: **ACCT 120 : Principles of Accounting I**

Last approved: 03/16/21 3:51 pm

Last edit: 11/10/23 2:44 pm

Changes proposed by: 000226639

Catalog Pages referencing this course: [College Level Examination Program \(CLEP\)](#), [School of Business and Management](#)

Programs referencing this course: [ACCT-BS: BS in Business: Accounting](#), [ECON-BS: BS in Business: Economics](#), [FIN-BS: B.S. in Business: Finance](#)

**PLEASE NOTE:** Boxes outlined in red represent required fields

Date of proposal: 07/16/2019

**In Workflow**

- OCS 1
- OCS J
- ACCT UG Director
- BUSI UG Director
- MGMT UG Director
- SBM Curriculum Committee Chair
- SBM UG Dean's Office
- ITT in Process
- OCS 2
- GE Curriculum Committee Chair
- GE Council Chair
- UG Council Chair
- UG Vice Provost
- UG PeopleSoft
- OCS GE
- OCS 3

## Bundle Administrator

A Bundle Administrator is a role in role management created by the Office of Curricular Support. The Bundle Administrator is responsible for managing bundles. This person also would be able to add new elements to an existing bundle and remove them while it is in workflow. Only courses that have been edited will be displayed as options to add to the bundle while in workflow. The Bundle Administrator can also change pending workflow for any bundled proposals. However, this person will not be able to edit proposals in the bundle unless that person is part of an approver role in that workflow.

If a proposal needs to be added to the bundle but isn't displayed, then the initiator would need to go through Course Admin or Program Admin, edit the proposal and add it.

If your school or department wants to designate someone as a Bundle Administrator, please contact OCS to set it up.

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