**Proposal to Postpone CourseLeaf CIM Implementation to July-August, 2020**

Background and Current Status

* CIM is the curriculum module of the CourseLeaf system, and is the first of three modules that we are implementing at Foothill (followed by the catalog module [CAT] and the programs module).
* We are currently in the testing phase of CIM implementation:
  + ensuring that our C3MS data is being displayed properly in CourseLeaf
  + identifying and correcting technical issues
  + determining how we will best incorporate our New Course Proposal form and process into the workflow for a new COR
* Previous conversations with our consultant at CourseLeaf, Erin Rivas, targeted April, 2020, for the initial launch of CIM.

New Considerations

Through testing and additional conversations, we have identified two considerations which led us to rethink the April target.

1. Concerning the final import of our C3MS data into CourseLeaf:
   * due to the differences in how C3MS and CourseLeaf are structured, we will need to perform a lot of data clean-up following this final import
   * we will need to enforce a “blackout” period (up to four weeks) during which faculty are not allowed to edit their CORs in either C3MS or CourseLeaf
2. Concerning the timing of a “blackout” period:
   * springtime is a busy time for faculty to create and update CORs, due to our annual COR deadline in mid-June
   * cutting off faculty access for up to four weeks during this time could have a significant impact on their workloads
   * cutting off access during the regular academic year could impact normal operations of the division curriculum committees and the CCC
3. A bonus consideration, concerning the current campus closure due to the COVID-19 pandemic:
   * we will be unable to host in-person training sessions for CourseLeaf users if we stick with an April launch
   * CourseLeaf does offer virtual training, but our contract provides for in-person training
   * faculty are likely (and understandably) focused on the considerable impact that the campus closure is having on students and instruction, so this might not be the best time to burden them with having to learn a new system

Proposal

Postpone the initial launch of CIM to occur following the end of spring quarter, no earlier than June 29, 2020.

* This will allow for faculty to complete their COR submissions for the 2021-22 catalog in C3MS (this year’s deadline is June 19).
* This will allow for the “blackout” period to occur in July/August, when faculty activity in C3MS is at its lowest.
* This will increase the possibility of offering in-person CourseLeaf training, early in fall quarter.
* This will not impact the timeline of our implementation of the next module (CAT).