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CurricUNET User Manual

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Log In

Training Site URL: evc.sandbox.curricunet.com

Log in for specific user: (Your Current Email Address) name@evc.edu

Specific User Password: yourpassword

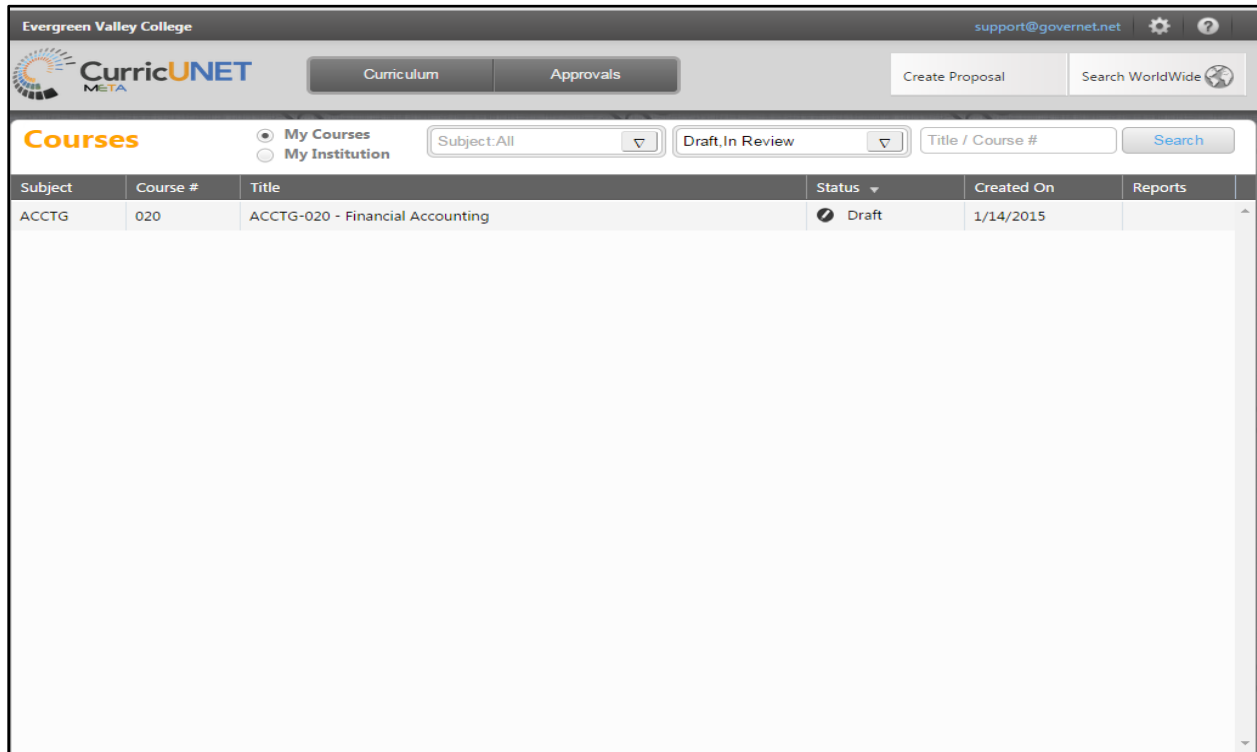
Log on example shown below:



The image shows a login form for CurricUNET. At the top left is the CurricUNET logo, which consists of a stylized sunburst icon and the text "CurricUNET". Below the logo are two input fields: "Email" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom left is a checkbox labeled "Remember me?". To the right of the checkbox is a green button labeled "Login". Below the "Login" button is the text "SSO".

Viewing Courses and Programs:

Once you have logged into the system, you should then have the following screen as shown below:

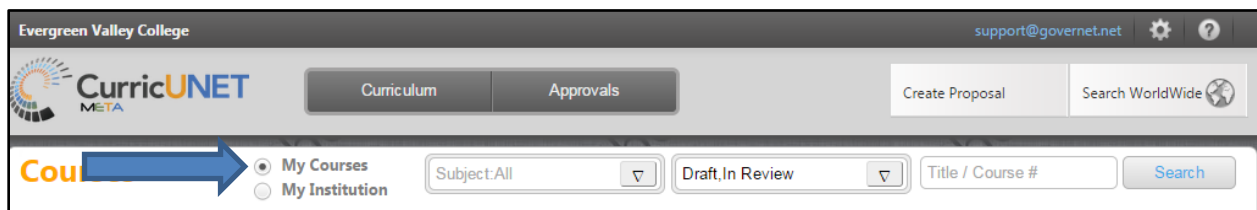


The screenshot shows the CurricUNET interface for Evergreen Valley College. The top navigation bar includes the college name, the CurricUNET logo, and buttons for 'Curriculum' and 'Approvals'. A 'Create Proposal' button and a 'Search WorldWide' search bar are also present. Below the navigation bar, the 'Courses' section is active, with radio buttons for 'My Courses' (selected) and 'My Institution'. A search filter is set to 'Subject: All', and the status is 'Draft, In Review'. A search bar contains 'Title / Course #' and a 'Search' button. The main content area displays a table with the following data:

Subject	Course #	Title	Status	Created On	Reports
ACCTG	020	ACCTG-020 - Financial Accounting	Draft	1/14/2015	

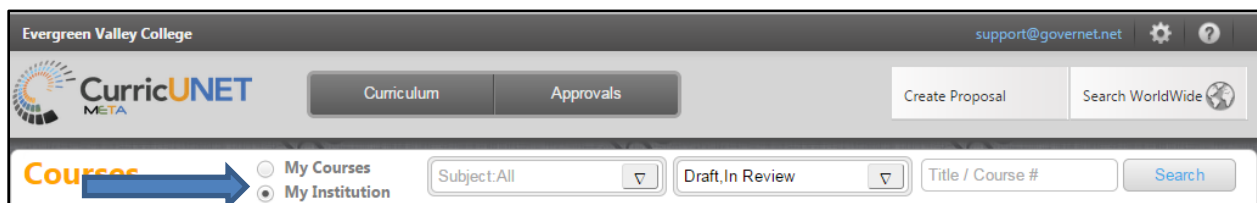
Once you have accessed this screen, you are able to choose:

My Courses or:



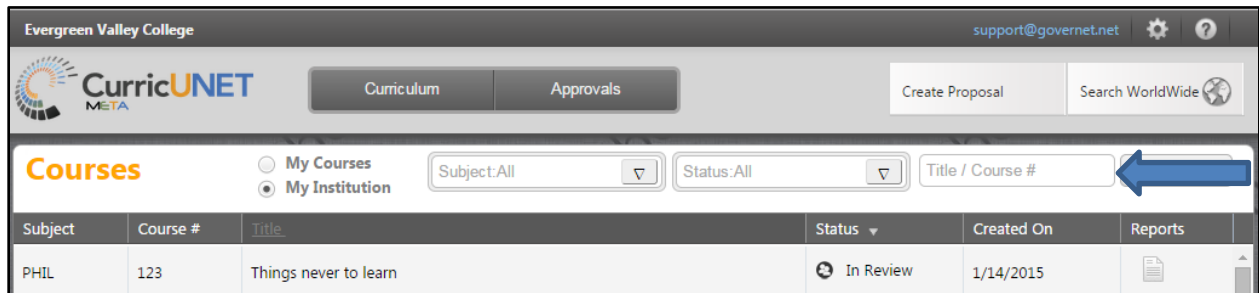
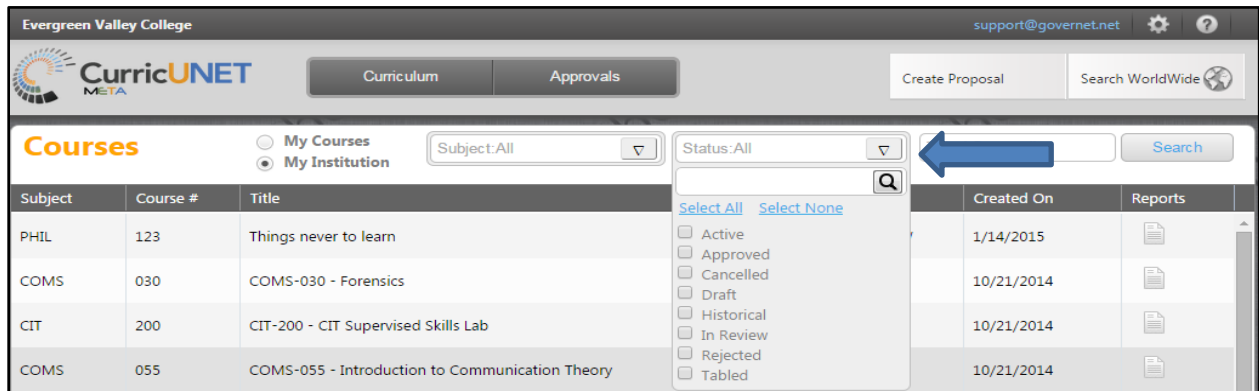
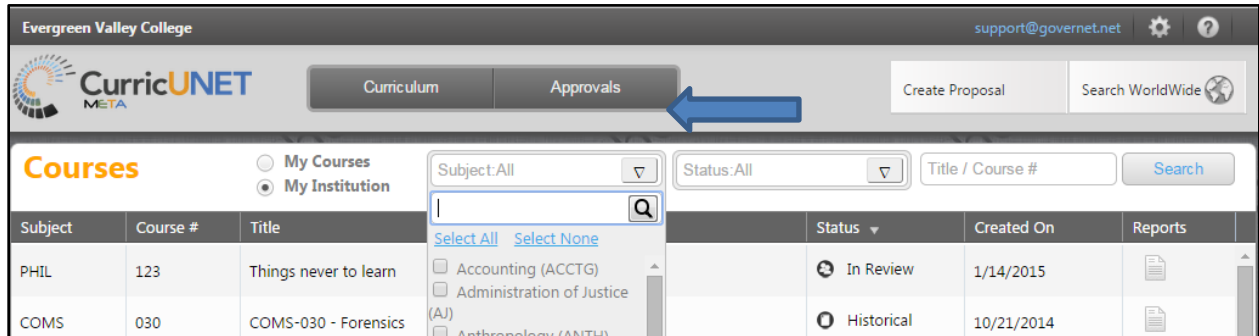
This screenshot shows the same CurricUNET interface as above, but with the 'My Courses' radio button selected. A blue arrow points to the 'My Courses' radio button.

My Institution:



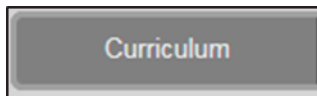
This screenshot shows the same CurricUNET interface as above, but with the 'My Institution' radio button selected. A blue arrow points to the 'My Institution' radio button.

To search within courses, either on the “My Courses” or “My Institution” pages, use the dropdown menus to select the course Subject(s) and Status(es). You may also enter the course number or title keywords in the search bar. After you make your selections, click “Search”. You will need to manually close the dropdown menus once your search is complete..



If the user chooses to use the Subject or the Status for the search, make sure to click the arrow down button again to close the selection.

You can switch between Courses and Programs by clicking on the “Curriculum” button



This will then give you a menu to select between Courses and Programs

Viewing Courses:

To “View Course Proposal” you would select a course and click on it. In the example below PHIL 123, “Things never to learn” is selected

History	Status				
01/14/2015 01:52 PM	Originator	Required	Janice Toyoshima	Launch	Launch

Once you are at the screen example above, you would then select View Course Proposal as shown in the example below:

The following screen appears below for the View Course Proposal, you are now able to choose from the tabs to view. You are able to push on the tabs to view each section.

Main Status: In Review View Proposal History

Course Discipline * [PHIL - Philosophy]

Course Number * [123]

Course Title * [Things never to learn]

Short Title * [wtf]

Justification for proposing New Course or Revision to Course *

cause I can

Catalog Description *

Did I really need to know this and can I ever know this?

Short Schedule Description

lots of conversation

Proposal Information

First Semester Intended to Offer * [Spring]

Year * [2015]

"Same As" or "Replaces"

This course is the "Same As":

[philosophy 101]

First Semester Good for: [Spring]

Year [1999]

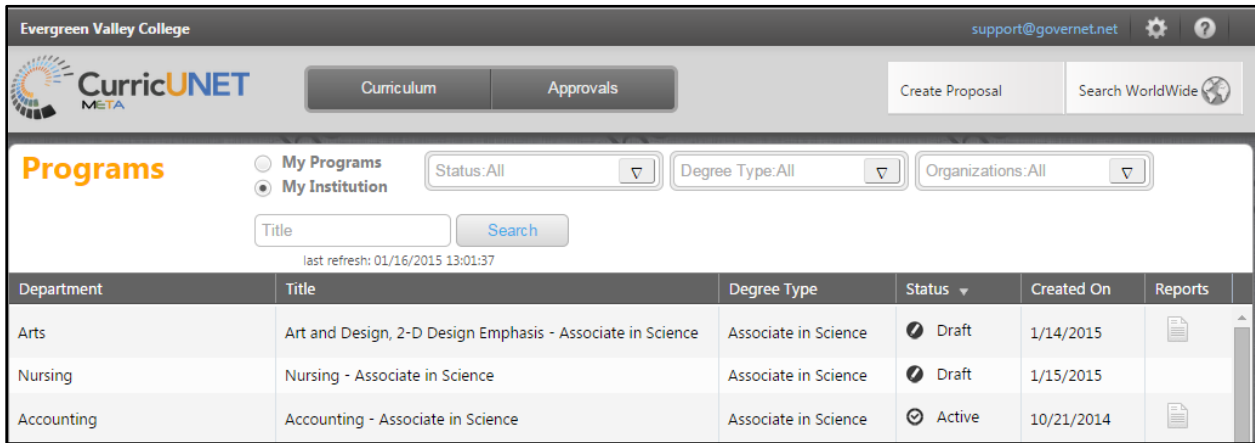
This course "Replaces"

[philosophy 102]

First Semester Good For: [Spring]

Viewing Programs:

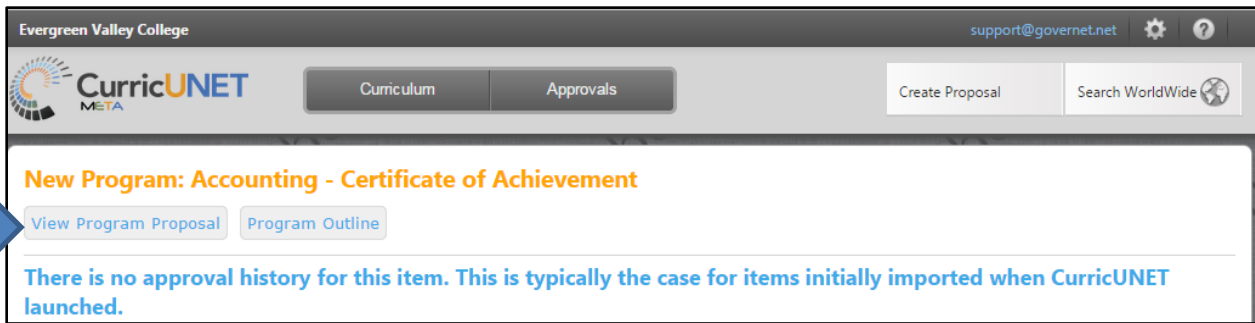
To view a Program Proposal, click on a program.



The screenshot shows the CurricUNET interface for Evergreen Valley College. The top navigation bar includes the college name, the CurricUNET logo, and buttons for 'Curriculum' and 'Approvals'. There are also links for 'Create Proposal' and 'Search WorldWide'. Below the navigation bar, there are filters for 'My Programs' and 'My Institution', and dropdown menus for 'Status: All', 'Degree Type: All', and 'Organizations: All'. A search bar is present with a 'Search' button. Below the filters, a table lists programs with columns for Department, Title, Degree Type, Status, Created On, and Reports. The table contains three rows: Arts, Nursing, and Accounting.

Department	Title	Degree Type	Status	Created On	Reports
Arts	Art and Design, 2-D Design Emphasis - Associate in Science	Associate in Science	Draft	1/14/2015	
Nursing	Nursing - Associate in Science	Associate in Science	Draft	1/15/2015	
Accounting	Accounting - Associate in Science	Associate in Science	Active	10/21/2014	

In this example below, click on “View Program Proposal” to open Accounting- Certificate of Achievement.



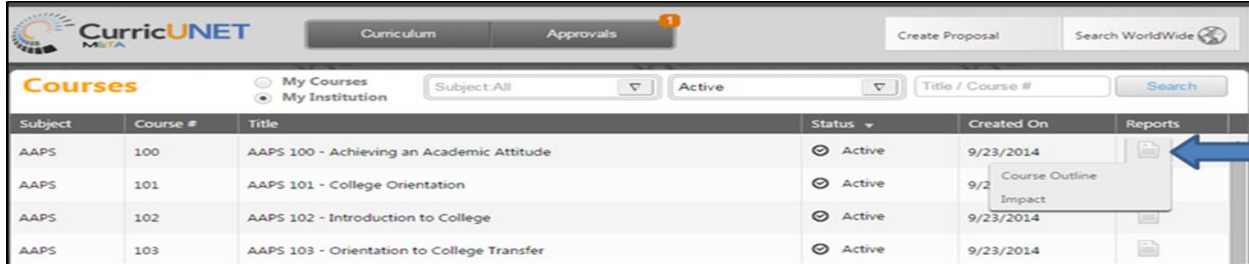
The screenshot shows the details for the 'Accounting - Certificate of Achievement' program. The title is highlighted in orange. Below the title, there are two buttons: 'View Program Proposal' and 'Program Outline'. A blue arrow points to the 'View Program Proposal' button. Below the buttons, there is a message: 'There is no approval history for this item. This is typically the case for items initially imported when CurricUNET launched.'

The following screen appears below for the View Program Proposal, you are now able to choose from the tabs to view. You are able to click on each tab to view the section for the tab.

Standard Reports:

Standard reports are reports that can be used by all users.

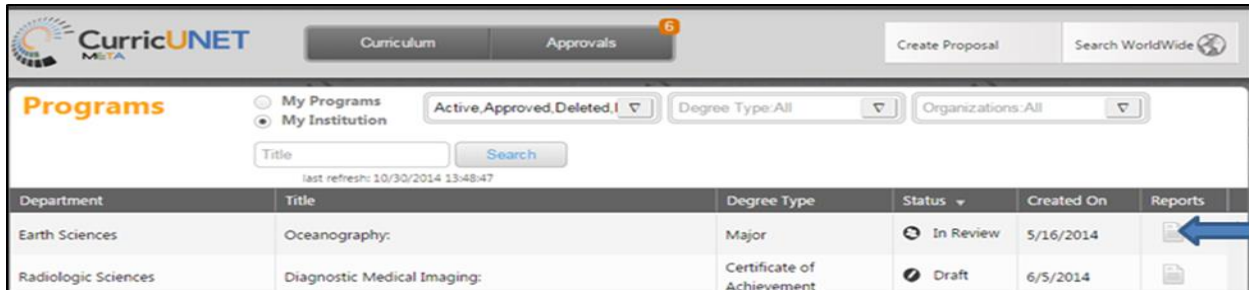
Course Reports



Subject	Course #	Title	Status	Created On	Reports
AAPS	100	AAPS 100 - Achieving an Academic Attitude	Active	9/23/2014	[Paper Icon]
AAPS	101	AAPS 101 - College Orientation	Active	9/23/2014	[Paper Icon]
AAPS	102	AAPS 102 - Introduction to College	Active	9/23/2014	[Paper Icon]
AAPS	103	AAPS 103 - Orientation to College Transfer	Active	9/23/2014	[Paper Icon]

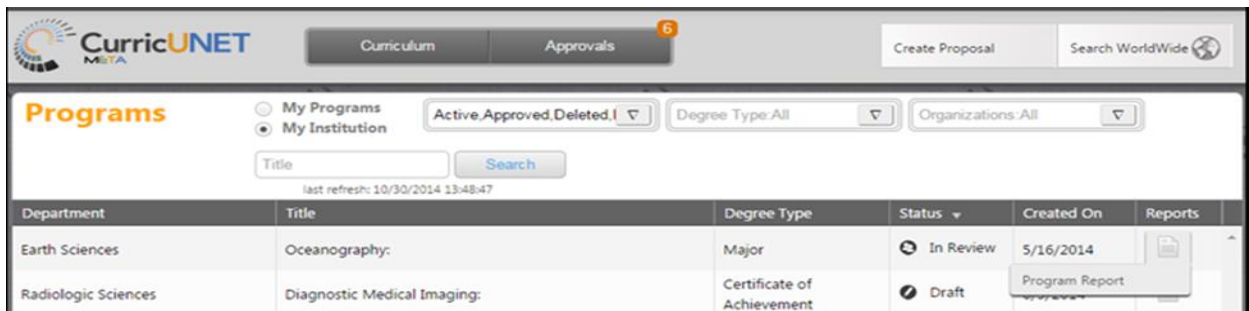
To view the standard course reports push on the paper icon to the right of the course listing. Each course will have its own paper icon on the right side that when selected will run the report that is directly related to that particular course. When you push on the paper icon, for any course, two course reports options will display, "Course Outline" and "Impact". Press on the one you would like run. Some courses will also have a "Comparison" report option.

Program Report



Department	Title	Degree Type	Status	Created On	Reports
Earth Sciences	Oceanography:	Major	In Review	5/16/2014	[Paper Icon]
Radiologic Sciences	Diagnostic Medical Imaging:	Certificate of Achievement	Draft	6/5/2014	[Paper Icon]

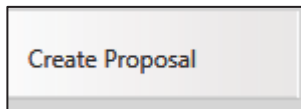
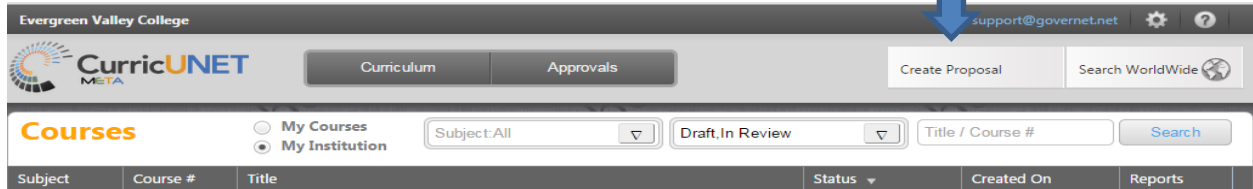
To view the standard program report press on the paper icon to the right of the program listing. Each program will have its own paper icon on the right side that when selected will run the report that is directly related to that particular program. When you push on the paper icon the "Program Summary" report link will display.



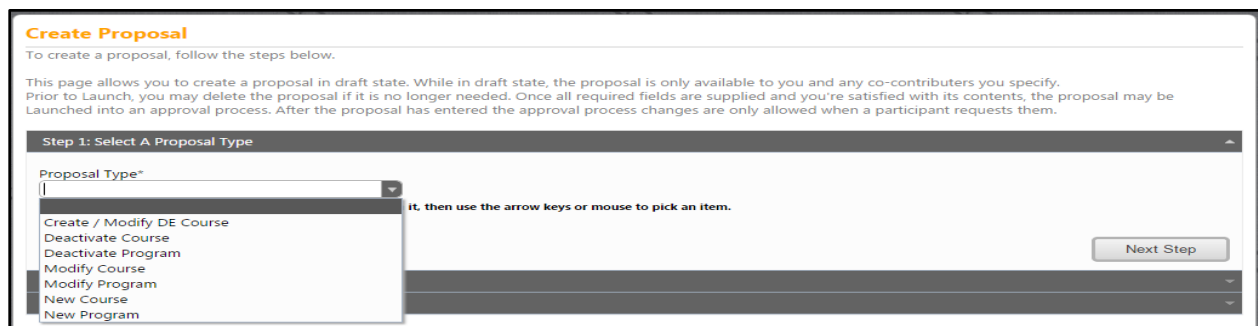
Department	Title	Degree Type	Status	Created On	Reports
Earth Sciences	Oceanography:	Major	In Review	5/16/2014	[Paper Icon]
Radiologic Sciences	Diagnostic Medical Imaging:	Certificate of Achievement	Draft	6/5/2014	[Paper Icon]

Proposal Creation

In CurricUNET Meta when you want to create a proposal you will click on the “Create Proposal” button in the upper right of the screen. From this area you will be able to create all proposal types (New Course, New Program, Course Revision etc...)

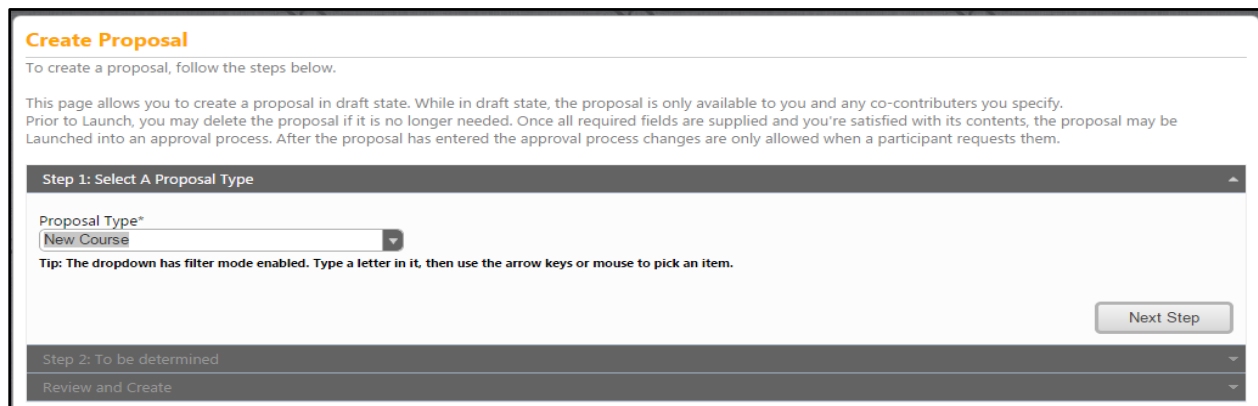


Once the “Create Proposal” button is clicked, you will be directed to the following Create Proposal screen



From this screen you can select the type of proposal being created. These are examples of possible proposal types. In this example we will use a “New Course”.

Select “New Course” from the drop down and click the “Next Step” button as shown from the example below.



Once that is completed the following screen will appear:

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (New Credit Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*

Course Number*

Course Title*

Catalog Description*

Next Step

Review and Create

Select the Subject: (re--click on the down arrow so the drop down box will close.)

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (New Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*

- (ACCTG) Accounting
- (AJ) Administration of Justice
- (ANTH) Anthropology
- (ART) Art
- (ASTRO) Astronomy
- (ATH) Athletics
- (ATHM) Athletics Intercollegiate Men
- (ATHW) Athletics Intercollegiate Women
- (AUTO) Automotive Technology

Course Number*

Course Title*

Catalog Description*

Next Step

Review and Create

Enter in Course Number, Course Title, and Catalog Description:

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (New Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*

Course Number*

Course Title*

Catalog Description*

Next Step

Review and Create

Once you have completed these fields you will then click the "Next Step" button.

After you have clicked on “Next Step” the following screen will appear. If your selections are accurate then click the “Create Proposal” button. Please keep in mind that you will be able to continue to make changes on future screens.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

- Step 1: Select Proposal Type -- (New Course) ▼
- Step 2: Create Course Proposal ▼
- Review and Create ▲

You've chosen to create a New Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Subject: (ANTH) Anthropology
Course Number: 123
Course Title: Example
Course Description: Example Description

If this is correct press Create Proposal to submit the new proposal to the New Course approval process.

Create Proposal

Entering Course Details

Once you “Create Proposal” You will then be in the main course information entry area. This is an example of a course form.

Evergreen Valley College support@governet.net

Curriculum Approvals 3

Create Proposal Search WorldWide

New Course: Example

Status: Draft Remaining Launch Requirements: 6 Launch Delete Draft

Main	4/8	Course Discipline * ANTH - Anthropology
Co-Contributor		Course Number * 123
Units/Hours		Course Title * Example
Lecture and/or Lab Content		Short Title *
Student Learning Outcomes	0/1	Justification for proposing New Course or Revision to Course *
Methods of Evaluation and Examination	0/1	Catalog Description * Example Description
Textbooks/Learning Materials		Short Schedule Description
Prerequisite/Corequisite		Proposal Information
Prerequisite/Corequisite Validation		First Semester Intended to Offer *
Prerequisite/Corequisite Removal		Year *
Advisory/Recommended Preparation		"Same As" or "Replaces"
Homework		This course is the "Same As":
Method of Instruction		First Semester Good for:
Status		Year
Program Status		This course "Replaces"
General Education Status		

Fields marked with * are required

The Course Proposal opens to the “Main” section. Any required field is marked with an *. Move between sections using the dark gray tabs to the far left. Sections with required fields also have an orange box showing your progress 3/4, which will turn green 4/4 when you have completed all required fields move to the next tab.

Co-Contributor tab:

The originator can add a person or persons that have helped with the creation of the document. To find the person, check the box next to the person's name that you are selecting, use the scroll down arrow, or type the name in the search box. You can also check the "Show selected" box to let it show on the course outline, click save.

The screenshot displays the Evergreen Valley College CurricUNET interface. At the top, the header includes the college name, the email support@governet.net, and navigation buttons for 'Curriculum' and 'Approvals' (with a notification badge '3'). There are also buttons for 'Create Proposal' and 'Search WorldWide'. The main content area is titled 'New Course: Example' and shows the course status as 'Draft'. A sidebar on the left lists various course components with progress indicators: 'Main' (4/8), 'Units/Hours', 'Lecture and/or Lab Content', 'Student Learning Outcomes' (0/1), 'Methods of Evaluation and Examination' (0/1), 'Textbooks/Learning Materials', 'Prerequisite/Corequisite', and 'Prerequisite/Corequisite Validation'. The 'Co-Contributor' tab is active, showing a search box and a list of names with checkboxes. The list includes: Adamski, Maureen (maureen.adamski@evc.edu), Adkins, Walter (walter.adkins@evc.edu), Allen, Daniel (daniel.allen@evc.edu), Ames, David (david.ames@evc.edu), Anderson, Caritha (caritha.anderson@evc.edu), Apen, Lynette (lynette.apen@evc.edu), Archuleta, Irma (irma.archuleta@evc.edu), and Avtch, Keith (keith.avtch@evc.edu). A 'Show selected' checkbox is present, and a 'Clear All' button is at the top right of the list. A status message at the bottom of the list reads '0 of 181 items are selected'. Three blue arrows point to the search box, the 'Show selected' checkbox, and the right edge of the list area.

Units/Hours tab:

You are able to enter in the unit hours for Lecture, Lab, Lecture Weekly Contact Hours, Lab Weekly Contact Hours. You may also check the boxes if the course has variable units, click save. Fields marked with an asterisk are required fields. Example: Total Units *

The screenshot shows the 'Units/Hours' tab in the CurricUNET system. The interface includes a top navigation bar with 'Curriculum' and 'Approvals' (with a notification badge of 3), and buttons for 'Create Proposal' and 'Search WorldWide'. The main content area is titled 'New Course: Example' and shows the course status as 'Draft'. A sidebar on the left lists various course components with completion counts, such as 'Main' (4/8), 'Units/Hours' (0/1), 'Student Learning Outcomes' (0/1), and 'Methods of Evaluation and Examination' (0/1). The 'Units/Hours' section contains input fields for 'Total Units *', 'Lecture Units', 'Lab Units', 'Lecture Weekly Contact Hours', and 'Lab Weekly Contact Hours', along with a checkbox for 'Course has variable units'. Below this is a 'Lab Hours Justification' section with a text area for justification. The bottom of the page includes a footer note: 'Fields marked with * are required'.

Component	Count
Main	4/8
Co-Contributor	
Units/Hours	0/1
Lecture and/or Lab Content	
Student Learning Outcomes	0/1
Methods of Evaluation and Examination	0/1
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	
Method of Instruction	
Status	
Program Status	
General Education Status	

Lecture and/or Lab Content:

Enter in any information pertaining to Lecture/Lab Content, once you have entered in the information, click save when prompted. In each of the content blocks, Course Lecture Content and Course Lab Content you are able to format the text.

The screenshot displays the CurricUNET interface for Evergreen Valley College. The top navigation bar includes the college logo, 'CurricUNET META', and buttons for 'Curriculum' and 'Approvals' (with a notification badge of 3). A 'Create Proposal' button and a 'Search WorldWide' search bar are also present. The main content area is titled 'New Course: Example' and shows a 'Status: Draft' with 'Remaining Launch Requirements: 7'. A 'Launch' button and a 'Delete Draft' button are available. The left sidebar lists various course fields with completion counts: Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, Homework, Method of Instruction, Status, Program Status, and General Education Status. The 'Lecture and/or Lab Content' section is highlighted with a red box and contains three sub-sections: 'Special Editing Tools', 'Text Appearance Tools', and 'Text Alignment Tools, including outline tools'. The 'Course Lab Content' section is also visible below it.

Student Learning Outcomes:

To enter in information you will need to press on “Add New Item”.

The screenshot displays the CurricUNET interface for Evergreen Valley College. The top navigation bar includes the college logo, the CurricUNET logo, and buttons for 'Curriculum' and 'Approvals' (with a notification badge of 3). On the right, there are links for 'support@governet.net', 'Create Proposal', and 'Search WorldWide'. The main content area is titled 'New Course: Example' and shows the course status as 'Draft'. A sidebar on the left lists various course components with progress indicators: Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, and Homework. The 'Student Learning Outcomes' section is active, showing a message: 'Upon completion of this course, the student should be able to:'. Below this, there is a 'Learning Outcomes' header with a 'Show Details' checkbox and an 'Add New Item' button. A blue arrow points to the 'Add New Item' button. A warning message states: 'Launch Requirement: This list requires a minimum of 1 item'. The bottom of the section contains the text: 'There are no learning outcomes to display'.

When you click on the “Add New Item” box you are able to then enter in the Outcome Text as shown below, click “Save” when you have entered the information.

The screenshot displays the CurricUNET web application interface. At the top, the header includes the Evergreen Valley College logo, the CurricUNET META logo, and navigation tabs for 'Curriculum' and 'Approvals'. A notification badge with the number '3' is visible above the 'Approvals' tab. On the right side of the header, there is a 'Create Proposal' button and a 'Search WorldWide' search bar.

The main content area is titled 'New Course: Example' and shows the course status as 'Draft'. A progress indicator shows 'Remaining Launch Requirements: 7'. There are 'Launch' and 'Delete Draft' buttons. A sidebar on the left lists various course components with progress indicators:

- Main: 4/8
- Co-Contributor
- Units/Hours: 0/1
- Lecture and/or Lab Content
- Student Learning Outcomes: 0/1
- Methods of Evaluation and Examination: 0/1
- Textbooks/Learning Materials
- Prerequisite/Corequisite
- Prerequisite/Corequisite Validation
- Prerequisite/Corequisite Removal
- Advisory/Recommended Preparation
- Homework
- Method of Instruction
- Status
- Program Status
- General Education Status

The main content area contains the following sections:

- Learning Outcomes**: A section with a warning icon and the text 'Launch Requirement: This list requires a minimum of 1 item'.
- Outcome Text ***: A rich text editor with a toolbar containing options for bold (B), italic (I), underline (U), text color (abc), font face (inherited font), font size (inherited size), background color, text alignment, list creation, and link insertion. Below the toolbar is a large text input area.
- Proposed Method of Assessment for SLOs ***: A large red-bordered text input area.
- SLO Change resulting from assessment data (Only complete if SLO change is a result of assessment data) ***: A large red-bordered text input area.

At the bottom of the main content area, there are 'Save' and 'Cancel' buttons. Below this is a section for 'Legacy Outcome Transfer Info'.

At the bottom left of the interface, a note states: 'fields marked with * are required'.

Methods of Evaluation and Examination:

You are able to select and add multiple methods of Evaluation and are able to insert them each by clicking on the “Add New Record” Button. Fields that are marked with an asterisk are required.

The screenshot displays the Evergreen Valley College CurricUNET interface. At the top, the header includes the college name, logo, and navigation tabs for 'Curriculum' and 'Approvals' (with a notification badge of 3). A 'Create Proposal' button and a 'Search WorldWide' search bar are also present. The main content area is titled 'New Course: Example' and shows the course status as 'Draft'. A sidebar on the left lists various course components with completion counts, such as 'Main' (4/8), 'Units/Hours' (0/1), and 'Methods of Evaluation and Examination' (0/1). The 'Methods of Evaluation and Examination' section is active, displaying a table with the following columns: 'Evaluation Method' and 'If you selected "Other", please provide details.' Below the table, it states 'No records to display.' and features an 'Add new record' button with a blue arrow pointing to it. A pagination control shows 'Displaying items 0 - 0 of 0'. Below this, there is a text area for 'List Critical Thinking Example(s). Only required for transferable courses.*'. At the bottom, a section for 'Legacy Methods of Evaluation Information' is visible. A footer note states 'Fields marked with * are required'.

With the “Add New Record” opened you can now select the Evaluation Methods from the drop down. Once you have selected the different method, click on the “Insert” tab, which saves the method.

The screenshot shows the CurricUNET web application interface. At the top, the header includes "Evergreen Valley College", "support@governet.net", and navigation tabs for "Curriculum" and "Approvals" (with a notification badge of 3). A "Create Proposal" button and a "Search WorldWide" search bar are also present. The main content area is titled "New Course: Example" and shows a "Status: Draft" with "Remaining Launch Requirements: 7". A sidebar on the left lists various course components with progress indicators (e.g., "Main" at 4/8, "Units/Hours" at 0/1, "Methods of Evaluation and Examination" at 0/1). The main panel is titled "Methods of Evaluation and Examination" and contains a form for adding a new record. The form includes a dropdown menu for "Evaluation Method" (indicated by a blue arrow), a text area for "If you selected 'Other', please provide details.", and buttons for "Insert", "Cancel", and "Add new record". Below the form, there is a section for "List Critical Thinking Example(s)" and a "Legacy Methods of Evaluation Information" section.

Once you have selected the different method, click on the "Insert" tab, which saves the method.

The screenshot shows a web interface for a course titled "New Course: Example". The status is "Draft". The main navigation pane on the left includes sections like Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, Homework, Method of Instruction, Status, and Program Status.

The main content area is titled "Methods of Evaluation and Examination" and is last updated by "Governet Support" on 1/26/2015 at 7:17 AM. It features a table with the following structure:

Evaluation Method	If you selected "Other", please provide details.
<input type="text" value="Evaluation Method"/>	<input type="text"/>

Below the table, there is a section for "If you selected 'Other', please provide details." with a text area and a "Cancel" button. A dropdown menu is open, showing a list of evaluation methods: Exams, Quizzes, Essays, Skills Demonstration, Presentations, Book Reviews, Lab Reports, Final Exam/Project, Research Paper/Project, and Lab Practicals. A blue arrow points to the "Insert" button, and another blue arrow points to the dropdown menu.

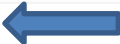
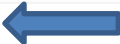
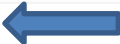
At the bottom of the interface, there is a section for "List Critical Thinking Example(s). Only required for transferable courses. *" and a "Legacy Methods of Evaluation Information" section.

Textbooks/Learning Materials:

You are able to enter information regarding textbooks, manuals, and other learning materials needed in the below examples. To add new records for the following fields, click on the “Add New Record” tab in each section. You are then able to enter in the specific information, click the “Insert” tab which saves the information in each section.

New Course: Example

Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft

Main A/B	<h4>Textbooks/Learning Materials</h4> <p>Last updated by Governet Support on 1/26/2015 at 7:17 AM</p> <h5>Textbook (Minimum 3 recommended)</h5> <table border="1"><thead><tr><th>Author</th><th>Title</th><th>Publisher</th><th>Classic/Standard</th><th>Year</th><th>Rationale</th></tr></thead><tbody><tr><td colspan="6">No records to display.</td></tr><tr><td colspan="6">+ Add new record </td></tr><tr><td colspan="6">Displaying items 0 - 0 of 0</td></tr></tbody></table>	Author	Title	Publisher	Classic/Standard	Year	Rationale	No records to display.						+ Add new record 						Displaying items 0 - 0 of 0					
Author	Title	Publisher	Classic/Standard	Year	Rationale																				
No records to display.																									
+ Add new record 																									
Displaying items 0 - 0 of 0																									
Co-Contributor																									
Units/Hours 0/1																									
Lecture and/or Lab Content																									
Student Learning Outcomes 0/1																									
Methods of Evaluation and Examination 0/1																									
Textbooks/Learning Materials																									
Prerequisite/Corequisite																									
Prerequisite/Corequisite Validation																									
Prerequisite/Corequisite Removal																									
Advisory/Recommended Preparation																									
Homework																									
Method of Instruction																									
Status																									
Program Status																									
General Education Status																									

Fields marked with * are required

Insert New Record for Textbook example: You are able to enter in the “Author”, “Title”, “Publisher”, and the “Year”. Click on the “Insert” tab once you have added the Textbook.

New Course: Example

Status: Draft

Remaining Launch Requirements: 7 Launch Delete Draft

Main 4/8

Co-Contributor

Units/Hours 0/1

Lecture and/or Lab Content

Student Learning Outcomes 0/1

Methods of Evaluation and Examination 0/1

Textbooks/Learning Materials

Prerequisite/Corequisite

Textbooks/Learning Materials

Last updated by Governet Support on 1/26/2015 at 7:17 AM

Textbook (Minimum 3 recommended)

Author	Title	Publisher	Classic/Standard	Year	Rationale
Author					
Title					
Publisher					
<input type="checkbox"/> Classic/Standard					
Year					

Insert Cancel

+ Add new record

Displaying items 0 - 0 of 0

Insert New Record for Manual example: You are able to enter the “Author”, “Title”, “Publisher”, and the “Year” of the Manual. Once complete, click on the “Insert” tab which will save the Manual entered.

New Course: Example

Remaining Launch Requirements: **7**
Launch
Delete Draft

Main 4/8

Co-Contributor

Units/Hours 0/1

Lecture and/or Lab Content

Student Learning Outcomes 0/1

Methods of Evaluation and Examination 0/1

Textbooks/Learning Materials

Prerequisite/Corequisite

Prerequisite/Corequisite Validation

Prerequisite/Corequisite Removal

Advisory/Recommended Preparation

Textbooks/Learning Materials
Last updated by Governet Support on 1/26/2015 at 7:17 AM

Textbook (Minimum 3 recommended)

Author	Title	Publisher	Classic/Standard	Year	Rationale
No records to display.					
+ Add new record					
⌂ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0					

Manual

Author	Title	Publisher	Year
Author	<input style="width: 90%;" type="text"/>		
Title	<input style="width: 90%;" type="text"/>		
Publisher	<input style="width: 90%;" type="text"/>		
Year	<input style="width: 30%;" type="text"/>		
✔ Insert ✖ Cancel			
+ Add new record			
⌂ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0			

Other Learning Materials

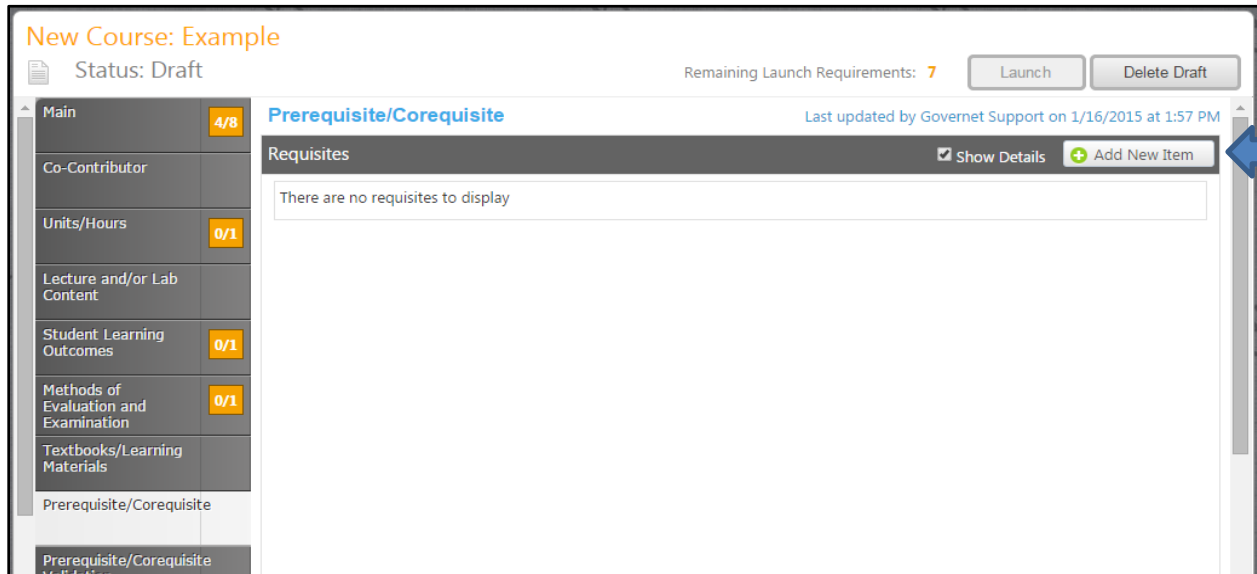
Insert New Record for Other Learning Materials example: You are able to add other learning materials in this section. Once you have added, click on the “Insert” tab to save your entry.

New Course: Example
 Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft

Main 4/8	Textbooks/Learning Materials Last updated by Governet Support on 1/26/2015 at 7:17 AM																								
Co-Contributor	Textbook (Minimum 3 recommended)																								
Units/Hours 0/1	<table border="1"> <thead> <tr> <th>Author</th> <th>Title</th> <th>Publisher</th> <th>Classic/Standard</th> <th>Year</th> <th>Rationale</th> </tr> </thead> <tbody> <tr> <td colspan="6">No records to display.</td> </tr> <tr> <td colspan="6">+ Add new record</td> </tr> <tr> <td colspan="6"> ↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0 </td> </tr> </tbody> </table>	Author	Title	Publisher	Classic/Standard	Year	Rationale	No records to display.						+ Add new record						↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0					
Author	Title	Publisher	Classic/Standard	Year	Rationale																				
No records to display.																									
+ Add new record																									
↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0																									
Lecture and/or Lab Content	Manual																								
Student Learning Outcomes 0/1	<table border="1"> <thead> <tr> <th>Author</th> <th>Title</th> <th>Publisher</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records to display.</td> </tr> <tr> <td colspan="4">+ Add new record</td> </tr> <tr> <td colspan="4"> ↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0 </td> </tr> </tbody> </table>	Author	Title	Publisher	Year	No records to display.				+ Add new record				↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0											
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↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0																									
Methods of Evaluation and Examination 0/1	Other Learning Materials																								
Textbooks/Learning Materials	<table border="1"> <thead> <tr> <th>Other</th> </tr> </thead> <tbody> <tr> <td> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> </td> </tr> <tr> <td> ✓ Insert ✗ Cancel </td> </tr> <tr> <td>+ Add new record</td> </tr> <tr> <td> ↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0 </td> </tr> </tbody> </table>	Other	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	✓ Insert ✗ Cancel	+ Add new record	↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0																			
Other																									
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>																									
✓ Insert ✗ Cancel																									
+ Add new record																									
↻ ⏪ ⏩ ⏹ Displaying items 0 - 0 of 0																									
Prerequisite/Corequisite	<input type="checkbox"/> I have consulted with the Librarian and the Library sign-off page is completed and is on file with the Library.																								
Prerequisite/Corequisite Validation																									
Prerequisite/Corequisite Removal																									
Advisory/Recommended Preparation																									
Homework																									
Method of Instruction																									
Status																									

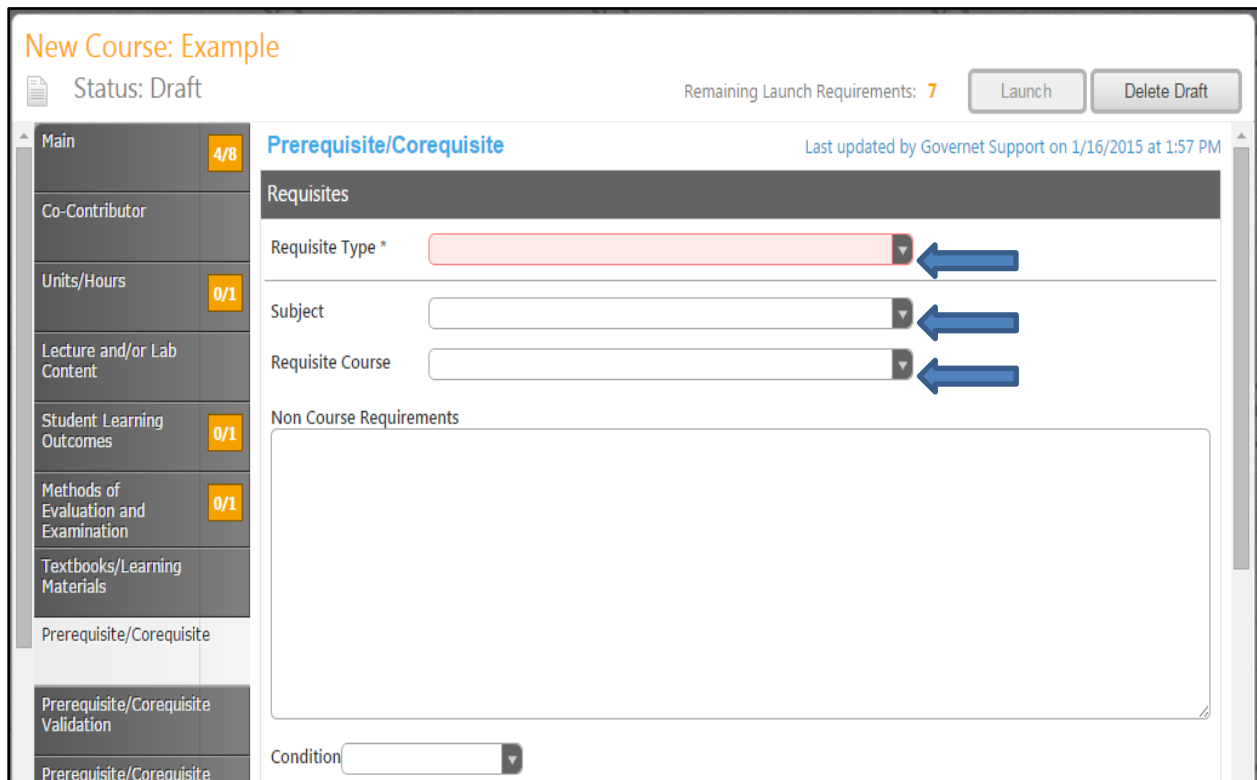
Prerequisite/Corequisite:

In the “Requisites” section, you will provide information about prerequisites and other requirements associated with this course. Click “Add New Item” to add a requisite.



The screenshot shows the 'New Course: Example' interface. The status is 'Draft'. The 'Prerequisite/Corequisite' section is active, showing a 'Requisites' table with the message 'There are no requisites to display'. A blue arrow points to the '+ Add New Item' button in the top right corner of the 'Requisites' section.

The example below shows the information that needs to be added to enter in the Prerequisite, Corequisite, or Recommendation. Click on the arrow tab for each field to see available options. The drops down boxes on this page have to be done in order.



The screenshot shows the 'New Course: Example' interface with the 'Prerequisite/Corequisite' section active. The 'Requisites' section contains the following fields:

- Requisite Type ***: A dropdown menu with a blue arrow pointing to it.
- Subject**: A dropdown menu with a blue arrow pointing to it.
- Requisite Course**: A dropdown menu with a blue arrow pointing to it.

Below these fields is a section for 'Non Course Requirements' with a large text area. At the bottom, there is a 'Condition' dropdown menu.

The "Requisite Type" drop down allows you to choose the type of Requisite. You can choose: Prerequisite, Corequisite, or Recommendation.

The screenshot shows a web interface for creating a new course. The title is "New Course: Example" and the status is "Draft". There are buttons for "Launch" and "Delete Draft", and a notification for "Remaining Launch Requirements: 7". The interface is divided into a left sidebar and a main content area. The sidebar contains a list of sections: Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, and Prerequisite/Corequisite Removal. The main content area is titled "Prerequisite/Corequisite" and includes a "Requisites" section with a "Requisite Type *" dropdown menu. The dropdown menu is open, showing three options: "Prerequisite", "Corequisite", and "Recommendation". A blue arrow points to the dropdown arrow. Below the dropdown is a "Subject" field and a "Requisite Course" field. There is also a "Non Course Requirements" section with a large text area and a "Condition" dropdown menu.

The "Subject" drop down arrow allows you to choose a subject for the Requisite type.

New Course: Example
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft
Last updated by Governet Support on 1/26/2015 at 7:17 AM

Prerequisite/Corequisite

Requisites

Requisite Type * Prerequisite

Subject [dropdown arrow]

Requisite Course

Non Course Requirement

Condition

- ACCTG - Accounting
- AJ - Administration of Justice
- ANTH - Anthropology
- ART - Art
- ASTRO - Astronomy
- ATH - Athletics
- ATHM - Athletics Intercoll Men
- ATHW - Athletics Intercoll Women
- AUTO - Automotive Technology
- BIO - Biology

The "Requisite Course" drop down arrow allows you to choose the course name and number for the subject.

New Course: Example
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft
Last updated by Governet Support on 1/26/2015 at 7:17 AM

Prerequisite/Corequisite

Requisites

Requisite Type * Prerequisite

Subject ACCTG - Accounting

Requisite Course [dropdown arrow]

Non Course Requirement

Condition

- ACCTG 001A - Principles of Financial Accounting (Active)
- ACCTG 001AB - Test (Draft)
- ACCTG 001AC - test (Draft)
- ACCTG 001B - Managerial Accounting (Active)
- ACCTG 001B - Managerial Accounting (Draft)
- ACCTG 020 - Financial Accounting (Active)
- ACCTG 020 - Financial Accounting (Draft)
- ACCTG 021 - Managerial Accounting (Active)
- ACCTG 022 - Payroll Accounting (Active)
- ACCTG 023 - QuickBooks (Active)

If the Prerequisite, Corequisite, or Recommendation is not a course requirement, (a course that you are not able to find in the “Subject” drop down), you would select the “Requisite Type” and enter the course information into the “Non Course Requirement” field as shown in the example below.

New Course: Example
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft
Last updated by Governet Support on 1/26/2015 at 7:17 AM

Prerequisite/Corequisite

Requisites

Requisite Type * Prerequisite

Subject

Requisite Course

Non Course Requirements
PSY 101

Condition

If the Prerequisite, Corequisite, or Recommendation has a condition, (If you are entering multiple requisites then the and/or condition applies to how this one relates to the next one that is entered. You are able to say that this requisite is required and the next one, or the next one) click the “Save” tab once you have entered in the information and the information will be saved.

New Course: Example
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft
Last updated by Governet Support on 1/16/2015 at 1:57 PM

Prerequisite/Corequisite

Requisites

Requisite Type * Prerequisite

Subject

Requisite Course

Non Course Requirements
PSY 101

Condition
and
or

+ Save Cancel

Prerequisite/Corequisite Validation:


Enter in any validations if needed that would follow Prerequisites/Corequisites by clicking on the “Add New Item” tab.

The screenshot displays the CurricUNET interface for Evergreen Valley College. The top navigation bar includes the college logo, the CurricUNET logo, and tabs for 'Curriculum' and 'Approvals' (with a notification badge of 3). There are also buttons for 'Create Proposal' and 'Search WorldWide'. The main content area is titled 'New Course: Example' and shows the course status as 'Draft'. A sidebar on the left lists various course components with progress indicators (e.g., 4/8 for Main, 0/1 for Units/Hours). The 'Prerequisite/Corequisite Validation' section is active, showing a 'Comparable to' list that is currently empty. A blue arrow points to the 'Add New Item' button in the top right of this section. The footer of the interface states 'Fields marked with * are required'.

The following screen below should appear once you have clicked the “Add New Item” tab. On this page you are able to enter information that is comparable to other Institutions. Once you have entered the information click on the “Save” tab.

New Course: Example

Status: Draft Remaining Launch Requirements: 7

Main 4/8	Prerequisite/Corequisite Validation Last updated by Governet Support on 1/26/2015 at 7:17 AM
Co-Contributor	Comparable to
Units/Hours 0/1	Comparable Type <input type="text"/>
Lecture and/or Lab Content	Universities <input type="text"/>
Student Learning Outcomes 0/1	Course Number <input type="text"/>
Methods of Evaluation and Examination 0/1	Course Title <input type="text"/>
Textbooks/Learning Materials	Catalog Year <input type="text"/>
Prerequisite/Corequisite	OR
Prerequisite/Corequisite Validation	List the major concepts, skills, or kinds of knowledge that a student will learn in the prerequisite or corequisite that are essential to the successful completion of this course.
Prerequisite/Corequisite Removal	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
Advisory/Recommended Preparation	
Homework	<input type="button" value="+ Save"/> <input type="button" value="⊘ Cancel"/>
Method of Instruction	

Prerequisite/Corequisite Removal:

If you have removed a Prerequisite/Corequisite, the screen would appear as shown below. If you have removed a requisite, you would check the box.

New Course: Example

Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft


Main	4/8	Prerequisite/Corequisite Removal
Co-Contributor		<input type="checkbox"/> Have you removed a requisite from this course record?
Units/Hours	0/1	
Lecture and/or Lab Content		
Student Learning Outcomes	0/1	
Methods of Evaluation and Examination	0/1	
Textbooks/Learning Materials		
Prerequisite/Corequisite		
Prerequisite/Corequisite Validation		
Prerequisite/Corequisite Removal		
Advisory/Recommended Preparation		
Homework		
Method of Instruction		

The following screen below will appear once the box is checked allowing you to enter in a reason for the removal. Click on “Save” once information is entered.

New Course: Example

Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft

Main 4/8	<h4>Prerequisite/Corequisite Removal</h4> <p><input checked="" type="checkbox"/> Have you removed a requisite from this course record?</p> <p>Please enter a rationale for requisite removal.</p> <p>Out of date Example.</p>
Co-Contributor	
Units/Hours 0/1	
Lecture and/or Lab Content	
Student Learning Outcomes 0/1	
Methods of Evaluation and Examination 0/1	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	
Method of Instruction	
Status	
Program Status	
General Education	


Save

Advisory/Recommended Preparation:

By clicking on the arrows for each of the boxes, you are able to enter in specific information regarding the Levels, if it is “Open Curriculum”, and you are able to “Indicate Necessary Steps to Enroll”, as shown in the examples below. When you have completed the levels and entering the information needed, the “Save” tab will appear. Click on the “Save” to save the information.

The screenshot displays the CurricUNET interface for Evergreen Valley College. The top navigation bar includes the college logo, the 'CurricUNET' logo, and tabs for 'Curriculum' and 'Approvals'. A notification badge with the number '3' is visible above the 'Approvals' tab. On the right, there are buttons for 'Create Proposal' and 'Search WorldWide'. The main content area is titled 'New Course: Example' and shows the course status as 'Draft'. A sidebar on the left lists various course components with progress indicators: Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, Homework, Method of Instruction, and Status. The 'Advisory/Recommended Preparation' section is active, showing fields for 'Advisory Reading and Writing Levels' and 'Advisory Math Level', both with dropdown menus and blue arrows pointing to them. Below these is a 'Recommended Preparation' text area. Further down, there are two radio button options: 'No Prerequisite, Corequisite, or Advisory Levels' and 'Open Curriculum, but some steps necessary to enroll'. The 'Open Curriculum' option is selected, and a blue arrow points to it. Below the radio buttons is a text area labeled 'Indicate Necessary Steps to Enroll' with a blue arrow pointing to it. At the top right of the main content area, there are buttons for 'Launch' and 'Delete Draft', and a note indicating 'Remaining Launch Requirements: 7'. The page footer shows the email 'support@governet.net' and a help icon.

For the “Advisory Reading and Writing Levels” you are able to choose different levels as shown below.

New Course: Example
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft

Advisory/Recommended Preparation
Last updated by Governet Support on 1/26/2015 at 7:17 AM

Advisory Reading and Writing Levels: [Dropdown Menu]
Advisory Math Level:
Recommended Preparation

Open Curriculum (Do not complete if there are recommend prep, advisory, or requisites for the course)
 No Prerequisite, Corequisite, or Advisory Levels
 Open Curriculum, but some steps necessary to enroll
Indicate Necessary Steps to Enroll

Navigation: Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, Homework

For the “Advisory Math Level” you are able to choose from a variety of completions to include as shown below.

New Course: Example
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft

Advisory/Recommended Preparation
Last updated by Governet Support on 1/26/2015 at 7:17 AM


Advisory Reading and Writing Levels:
Advisory Math Level: [Dropdown Menu]
Recommended Preparation

Open Curriculum (Do not complete if there are recommend prep, advisory, or requisites for the course)
 No Prerequisite, Corequisite, or Advisory Levels
 Open Curriculum, but some steps necessary to enroll
Indicate Necessary Steps to Enroll

Navigation: Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, Homework

You are also able to add any “Recommended Preparation” in the box as shown below.

New Course: Example
 Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft
 Last updated by Governet Support on 1/26/2015 at 7:17 AM

Main	4/8	Advisory/Recommended Preparation
Co-Contributor		Advisory Reading and Writing Levels: <input type="text"/>
Units/Hours	0/1	Advisory Math Level: <input type="text"/>
Lecture and/or Lab Content		Recommended Preparation 
Student Learning Outcomes	0/1	
Methods of Evaluation and Examination	0/1	Open Curriculum (Do not complete if there are recommend prep, advisory, or requisites for the course)
Textbooks/Learning Materials		<input type="checkbox"/> No Prerequisite, Corequisite, or Advisory Levels
Prerequisite/Corequisite		<input type="checkbox"/> Open Curriculum, but some steps necessary to enroll
Prerequisite/Corequisite Validation		Indicate Necessary Steps to Enroll
Prerequisite/Corequisite Removal		<input type="text"/>
Advisory/Recommended Preparation		
Homework		

Open Curriculum allows checking on the box if there are no Prerequisites, Corequisites, or Advisory Levels and gives you the option of checking on the box if it is “Open Curriculum” and to explain some steps needed to take to enroll.

New Course: Example
 Status: Draft Remaining Launch Requirements: 7 Launch Delete Draft
 Last updated by Governet Support on 1/26/2015 at 7:17 AM

Main	4/8	Advisory/Recommended Preparation
Co-Contributor		Advisory Reading and Writing Levels: <input type="text"/>
Units/Hours	0/1	Advisory Math Level: <input type="text"/>
Lecture and/or Lab Content		Recommended Preparation
Student Learning Outcomes	0/1	
Methods of Evaluation and Examination	0/1	Open Curriculum (Do not complete if there are recommend prep, advisory, or requisites for the course)
Textbooks/Learning Materials		<input type="checkbox"/> No Prerequisite, Corequisite, or Advisory Levels
Prerequisite/Corequisite		<input type="checkbox"/> Open Curriculum, but some steps necessary to enroll
Prerequisite/Corequisite Validation		Indicate Necessary Steps to Enroll
Prerequisite/Corequisite Removal		<input type="text"/>
Advisory/Recommended Preparation		
Homework		

When you have entered in the information needed for each field, the Save tab will appear at the bottom, every time you enter, allowing you to save the information as shown in the example below.

New Course: Example

Status: Draft Remaining Launch Requirements: 6 Launch Delete Draft

Main 4/8	Advisory/Recommended Preparation Last updated by Governet Support on 1/26/2015 at 10:03 AM
Co-Contributor	Advisory Reading and Writing Levels: <input type="text"/>
Units/Hours	Advisory Math Level: <input type="text"/>
Lecture and/or Lab Content	Recommended Preparation <input type="text"/>
Student Learning Outcomes 0/1	
Methods of Evaluation and Examination 0/1	Open Curriculum (Do not complete if there are recommend prep, advisory, or requisites for the course)
Textbooks/Learning Materials	<input type="checkbox"/> No Prerequisite, Corequisite, or Advisory Levels
Prerequisite/Corequisite	<input type="checkbox"/> Open Curriculum, but some steps necessary to enroll
Prerequisite/Corequisite Validation	Indicate Necessary Steps to Enroll
Prerequisite/Corequisite Removal	Example <input type="text"/>
Advisory/Recommended Preparation	
Homework	
Method of Instruction	
Status	
Program Status	

Save

Fields marked with * are required

Homework:

As shown in the example below, you are able to enter in homework information that pertains to outside of the classroom assignments. You can fill out the different areas, “Assignments That Will Be Required Outside Of the Classroom” and “List one example of critical thinking homework”. T

The screenshot shows the CurricUNET interface for a 'New Course: Example' in 'Draft' status. The interface includes a sidebar with various course fields and a main content area for the 'Homework' section. The sidebar fields include: Main (4/8), Co-Contributor, Units/Hours (0/1), Lecture and/or Lab Content, Student Learning Outcomes (0/1), Methods of Evaluation and Examination (0/1), Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, Homework (0/3), Method of Instruction, Status, Program Status, and General Education Status. The main content area for 'Homework' includes: 'Hours Per Week (2 hours per lecture unit) *' with an input field; 'Assignments That Will Be Required Outside Of the Classroom *' with a rich text editor; and 'List one example of critical thinking homework. (Only required for transferable courses) *' with a text area. The top navigation bar shows 'Evergreen Valley College', 'CurricUNET META', 'Curriculum', 'Approvals' (with a notification badge of 3), 'Create Proposal', and 'Search WorldWide'. The top right corner shows the user email 'support@governet.net' and system icons.

Method of Instruction:

You would enter in the methods in which Instruction is given in this area.

The “Instruction Type” allows you to choose the type. You are able to choose one or more.

The screenshot displays a web form titled "New Course: Example". At the top left, it shows "Status: Draft" and "Remaining Launch Requirements: 9". On the top right, there are "Launch" and "Delete Draft" buttons. A sidebar on the left contains various course-related categories, with "Homework" showing a progress indicator of "0/3". The main content area is titled "Method of Instruction" and includes the following elements:

- Instruction Type**: A section with a blue arrow pointing to it, containing a list of checkboxes:
 - Lecture and/or Discussion
 - Laboratory/Studio/Activity
 - Lecture/Laboratory
 - Tutoring, Noncredit
 - Work Experience
 - Other Independent Study
- Grade Option**: A dropdown menu with a downward arrow.
- Credit By Exam Allowed

To add the “Grade Option’, click the down arrow as shown in the example below.

Once you have clicked the “Grade Option” down arrow you can then choose the options available, (Letter Grade Only, Mandatory Pass/No Pass, Non Graded, or Optional Pass/No Pass).



New Course: Example
Status: Draft
Remaining Launch Requirements: 9
Launch Delete Draft

Main 4/8
Co-Contributor
Units/Hours
Lecture and/or Lab Content
Student Learning Outcomes 0/1
Methods of Evaluation and Examination 0/1
Textbooks/Learning Materials
Prerequisite/Corequisite
Prerequisite/Corequisite Validation
Prerequisite/Corequisite Removal
Advisory/Recommended Preparation
Homework 0/3
Method of Instruction
Status
Program Status

Method of Instruction

Instruction Type

- Lecture and/or Discussion
- Laboratory/Studio/Activity
- Lecture/Laboratory
- Tutoring, Noncredit
- Work Experience
- Other Independent Study

Grade Option  

- Credit By E
- Letter Grade Only
- Mandatory Pass/No Pass
- Non Graded
- Optional Pass/No Pass

Fields marked with * are required


Shown in this example, “Letter Grade Only” is selected. Click the “Save” tab when you have the grade option selected.

New Course: Example

Status: Draft Remaining Launch Requirements: 9 Launch Delete Draft

Main	4/8	Method of Instruction
Co-Contributor		Instruction Type
Units/Hours		<input type="checkbox"/> Lecture and/or Discussion
Lecture and/or Lab Content		<input type="checkbox"/> Laboratory/Studio/Activity
Student Learning Outcomes	0/1	<input type="checkbox"/> Lecture/Laboratory
Methods of Evaluation and Examination	0/1	<input type="checkbox"/> Tutoring, Noncredit
Textbooks/Learning Materials		<input type="checkbox"/> Work Experience
Prerequisite/Corequisite		<input type="checkbox"/> Other Independent Study
Prerequisite/Corequisite Validation		Grade Option Letter Grade Only
Prerequisite/Corequisite Removal		<input type="checkbox"/> Credit By Exam Allowed
Advisory/Recommended Preparation		
Homework	0/3	
Method of Instruction		
Status		
Program Status		

Fields marked with * are required

 Save

Status:

This area lets you enter in the Status of the New Course. By clicking on the down arrow you are able to specify the different applicability, as shown below. This area lets you enter in the “Criteria”, “Baccalaureate Status”, “Non AA-Status”, “Basic Skills”, “Classification Code”, and “Repeatability”. This is shown in the following 2 examples below.

New Course: Example

Status: Draft Remaining Launch Requirements: 9 [Launch] [Delete Draft]

Last updated by Governet Support on 1/26/2015 at 10:03 AM

Status

AA/Non AA Status: [Dropdown Menu]

Criteria (Course) All Checked

- A. Appropriate Non AA/AS Applicable (NAA)
- B1. A Graded Es: Non Credit/0 Unit (NC)
- B2. Essay Not Applicable (NONC) at Problem Solving
- C1. College Level Vocabulary, Study Skills, Reading Materials; Or A Lab or Activity Class, or
- C2. College Level Reading and Writing
- D. Multiple Measures of Evaluation Are Employed
- E. Two Hours Of Homework Required For Every Lecture/Theory Hour, Or This Is A Lab, Or This Is An Activity Class And Does Not Require Homework
- F. Coursework Calls For Critical Thinking Exercises

Check The Following That Apply

- G. Course With A Math Content Equal to Math 111 or 13, And A-F Above
- H. Reading, Writing Or ESL Course No Lower Than One Level Below Engl. 1A, And A-F Above
- I. Course Is Part Of A Non-Baccalaureate Occupational Major And Meets A-F Above
- J. This Course Has Baccalaureate Status

Baccalaureate Status (First option must be checked plus at least one other option that applies)

List of criteria needed to establish Baccalaureate Status (check all that apply)

- Meets AA-Applicable standards of rigor
- Non-Career Technical course counting as units in a major
- There is documentation that the same, similar, or analogous course is taught in the CSU system
- Career Technical course within a major
- Apprenticeship course (cannot be transferable)

Non AA-Status

- Basic skills course in reading, writing, math or ESL

[Save]

New Course: Example

Status: Draft

Remaining Launch Requirements: 9

Launch Delete Draft

Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

Baccalaureate Status (First option must be checked plus at least one other option that applies)

List of criteria needed to establish Baccalaureate Status (check all that apply)

- Meets AA-Applicable standards of rigor
- Non-Career Technical course counting as units in a major
- There is documentation that the same, similar, or analogous course is taught in the CSU system
- Career Technical course within a major
- Apprenticeship course (cannot be transferable)

Non AA-Status

- Basic skills course in reading, writing, math or ESL
Levels Below Area
- Skill is typically needed for an AA or AS applicable vocation course?

Basic Skills

Basic Skills Status

Classification Code

State of California Course Classification

Repeatability

Status

Times Repeatable

Maximum Units

Save

Program Status:

In this area you are able to enter in the status of the program; Transferred, GE, Stand Alone or Created. You are also able to choose the "Transfer Status" by clicking on the down arrow.

New Course: Example

Status: Draft Remaining Launch Requirements: 9 Launch Delete Draft

Program Status

Last updated by Governet Support on 1/26/2015 at 10:03 AM

Course Program Status ←

- GE (be sure that GE Item is checked consistently on this document)
- Transfer (be sure that transfer item is checked consistently on this document)
- Stand Alone (not part of any program; not GE, and not Transfer)
- Created to be part of a certificate or degree

Which certificate(s) and/or degree(s)?

Transfer Status ▼ ←

- Recommended for UC Transfer
- Recommended for transfer to CSU
- Recommended for articulation with CSU as a course in a major
- Recommended for articulation with CSU as an elective in a major

Transfer Info

Campus	Course
No records to display.	
+ Add new record	

Displaying items 0 - 0 of 0

C-ID

- Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

Fields marked with * are required

This example shows the different Transfer Status'

New Course: Example

Status: Draft Remaining Launch Requirements: 9 Launch Delete Draft

Program Status Last updated by Governet Support on 1/26/2015 at 10:03 AM

Course Program Status

- GE (be sure that GE Item is checked consistently on this document)
- Transfer (be sure that transfer item is checked consistently on this document)
- Stand Alone (not part of any program; not GE, and not Transfer)
- Created to be part of a certificate or degree

Which certificate(s) and/or degree(s)?

Transfer Status

Recommended for UC Transfer

Recommended for transfer to CSU

Recommended for articulation with

Recommended for articulation with CSU as an elective in a major

Transfer Info

	Campus	Course
No records to display.		

+ Add new record

Displaying items 0 - 0 of 0

C-ID

Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

Navigation: Evaluation and Examination, Textbooks/Learning Materials, Prerequisite/Corequisite, Prerequisite/Corequisite Validation, Prerequisite/Corequisite Removal, Advisory/Recommended Preparation, Homework (0/3), Method of Instruction, Status, Program Status, General Education Status, Completed by Dean, Material Fees, Codes and Dates, Online Supplement

You may add the Transfer Information by clicking on the “Add new record” tab.

New Course: Example Remaining Launch Requirements: 9 Launch Delete Draft

Status: Draft Last updated by Governet Support on 1/26/2015 at 10:03 AM

Examination and Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

Program Status

Course Program Status

- GE (be sure that GE Item is checked consistently on this document)
- Transfer (be sure that transfer item is checked consistently on this document)
- Stand Alone (not part of any program; not GE, and not Transfer)
- Created to be part of a certificate or degree

Which certificate(s) and/or degree(s)?

Transfer Status

Recommended for UC Transfer
 Recommended for transfer to CSU
 Recommended for articulation with CSU as a course in a major
 Recommended for articulation with CSU as an elective in a major

Transfer Info

	Campus	Course
No records to display.		
+ Add new record		

Displaying items 0 - 0 of 0

C-ID

Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

When you click on the “Add new record” tab, the following screen should appear allowing you to enter in the Campus Name and Course Number. When you have the information entered you then click “Insert” to save the item.

New Course: Example

Remaining Launch Requirements: 9
Launch
Delete Draft

Evaluation and Examination

Textbooks/Learning Materials

Prerequisite/Corequisite

Prerequisite/Corequisite Validation

Prerequisite/Corequisite Removal

Advisory/Recommended Preparation

Homework 0/3

Method of Instruction

Status

Program Status

General Education Status

Completed by Dean

Material Fees

Codes and Dates

Online Supplement

Program Status

Last updated by Governet Support on 1/26/2015 at 10:03 AM

Course Program Status

- GE (be sure that GE Item is checked consistently on this document)
- Transfer (be sure that transfer item is checked consistently on this document)
- Stand Alone (not part of any program; not GE, and not Transfer)
- Created to be part of a certificate or degree

Which certificate(s) and/or degree(s)?

Transfer Status

- Recommended for UC Transfer
- Recommended for transfer to CSU
- Recommended for articulation with CSU as a course in a major
- Recommended for articulation with CSU as an elective in a major

Transfer Info

	Campus	Course
Campus	<input style="width: 80%;" type="text"/>	
Course	<input style="width: 80%;" type="text"/>	

+ Add new record

↻ | ⏪ ⏩
Displaying items 0 - 0 of 0

C-ID

- Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

General Education Status:

You are able to enter in the Gen Ed classes in this area. The following examples show the different categories of the General Ed classes that may be entered.

New Course: Example

Status: Draft Remaining Launch Requirements: 9

Evaluation and Examination		General Education Status Last updated by Governet Support on 1/26/2015 at 10:03 AM
Textbooks/Learning Materials		General Education
Prerequisite/Corequisite		District GE
Prerequisite/Corequisite Validation		<input type="checkbox"/> A1 = Oral Communication
Prerequisite/Corequisite Removal		<input type="checkbox"/> A2 = Written Communication
Advisory/Recommended Preparation		<input type="checkbox"/> A3 = Critical Thinking
Homework	0/3	<input type="checkbox"/> B1 = Physical Science
Method of Instruction		<input type="checkbox"/> B2 = Life Science
Status		<input type="checkbox"/> B3 = Laboratory Activity
Program Status		<input type="checkbox"/> B4 = Mathematics/Quantitative Reasoning
General Education Status		<input type="checkbox"/> C1 = Arts (Arts, Cinema, Dance, Music, Theater)
Completed by Dean		<input type="checkbox"/> C2 = Humanities (Lit, Phil, Langs. other than Engl)
Material Fees		<input type="checkbox"/> D0 = Sociology and Criminology
Codes and Dates		<input type="checkbox"/> D1 = Anthropology and Archeology
Online Supplement		<input type="checkbox"/> D2 = Economics
		<input type="checkbox"/> D3 = Ethnic Studies
		<input type="checkbox"/> D4 = Gender Studies
		<input type="checkbox"/> D5 = Geography
		<input type="checkbox"/> D6 = History
		<input type="checkbox"/> D7 = Interdisc Social and Behavioral Science
		<input type="checkbox"/> D8 = Political Science, Govt and Legal Institutions
		<input type="checkbox"/> D9 = Psychology
		<input type="checkbox"/> E = Lifelong Undrstndg and Self-Development
		<input type="checkbox"/> US1 = Amer Instit Ideals
		<input type="checkbox"/> US2 = U.S. Constitution
		<input type="checkbox"/> US3 = CA State Local Govt
		CSU GE
		<input type="checkbox"/> A1 = Oral Communication

Fields marked with * are required

New Course: Example

Status: Draft

Remaining Launch Requirements: 9

Launch

Delete Draft

Examination and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

- US2 = U.S. Constitution
- US3 = CA State Local Govt

- CSU GE**
- A1 = Oral Communication
- A2 = Written Communication
- A3 = Critical Thinking
- B1 = Physical Science
- B2 = Life Science
- B3 = Laboratory Activity
- B4 = Mathematics/Quantitative Reasoning
- C1 = Arts (Arts, Cinema, Dance, Music, Theater)
- C2 = Humanities (Lit, Phil, Langs. other than Engl)
- D0 = Sociology and Criminology
- D1 = Anthropology and Archeology
- D2 = Economics
- D3 = Ethnic Studies
- D4 = Gender Studies
- D5 = Geography
- D6 = History
- D7 = Interdisc Social and Behavioral Science
- D8 = Political Science, Govt and Legal Institutions
- D9 = Psychology
- E = Lifelong Undrstndg and Self-Development
- US1 = Amer Instit Ideals
- US2 = U.S. Constitution
- US3 = CA State Local Govt

- IGETC GE**
- 1A = Engl Composition
- 1B = Critical Thinking, F, L, G

Fields marked with * are required

New Course: Example

Status: Draft

Remaining Launch Requirements: 9

Launch

Delete Draft

Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

- US = Psychology
- E = Lifelong Understanding and Self-Development
- US1 = Amer Instit Ideals
- US2 = U.S. Constitution
- US3 = CA State Local Govt

IGETC GE

- 1A = Engl Composition
- 1B = Critical Thinking-Engl. Comp.
- 1C = Oral Communication
- 2A = Mathematics
- 3A = Art
- 3B = Humanities
- 4A = Anthropology and Archaeology
- 4B = Economics
- 4C = Ethnic Studies
- 4D = Gender Studies
- 4E = Geography
- 4F = History
- 4G = Interdis., Social and Behavioral Science
- 4H = Pol. Science, Government and Legal Instit.
- 4I = Psychology
- 4J = Sociology and Criminology
- 5A = Physical Sciences
- 5B = Biological Sciences
- 5C = Laboratory Activity
- 6A = Language Other Than English

Graduation Requirements

- Course Meets Cultural Pluralism/Ethnic Studies Requirements
- Course Meets Physical Activity Requirements

Fields marked with * are required

Completed by Dean:

This area is viewable by users, but can only be completed by the Dean when the proposal gets to him/her during the approval process.

New Course: Example

Status: Draft Remaining Launch Requirements: 9

Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

Completed by Dean

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Faculty Loading

Min FTE Lecture	<input type="text"/>	Max FTE Lecture	<input type="text"/>
Min FTE Lab	<input type="text"/>	Max FTE Lab	<input type="text"/>
Min Total FTE	<input type="text"/>	Max Total FTE	<input type="text"/>

Codes

TOP Code

Legacy TOP Code

SAM Code

CIP Code

CID

Fields marked with * are required

Material Fees:

You are able to specify in this area of the Material Fees needed for the course. The following 3 examples show all of the areas that allow you to enter in the Material Fees information.

New Course: Example

Status: Draft New Course: Example Remaining Launch Requirements: 9 Launch Delete Draft

Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

Material Fees

Course routinely requires a materials fee

Check one

This fee is to be charged to the student when he/she registers for a class, and it will be printed in the schedule of classes. If at all possible, it is preferable to handle all materials and their purchase through the Bookstore.

This material is to be required of the student to take the class, but is to be purchased after registration. It is typically included as information on the class syllabus.

A waiver is to be provided for students who wish to provide their own materials.

All conditions addressed below must be met to charge a material fee.

The materials used must be required to achieve the learning outcomes of a course. We need to be able to identify specific outcomes that cannot be met without the use of the specific materials we are requiring.

Which learning outcomes for this course require the use of the materials listed?

The students receive tangible personal property (material) for the fee charged.

List all materials covered by the fee. (ex. 1, 2, 3, etc.)

Fields marked with * are required

New Course: Example

Status: Draft

Remaining Launch Requirements: 9

Launch

Delete Draft

Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

The students receive tangible personal property (material) for the fee charged.

List all materials covered by the fee. (ex. 1, 2, 3, etc.)

The material is owned or primarily controlled by an individual student.

Describe how the material is in the control and ownership of the student:

The material is "solely available from the district", is provided at District cost OR there are health and safety reasons for the District being the sole provider OR The District is providing the material at lower cost than it is available elsewhere.

Describe how either of these two conditions is being met: If the college charges a fee, rather than have students furnish the materials, why should the students have to pay a fee to the college rather than supply the materials themselves?

New Course: Example

Status: Draft

Remaining Launch Requirements: 9

Launch

Delete Draft

Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

The material is "solely available from the district", is provided at District cost OR there are health and safety reasons for the District being the sole provider OR The District is providing the material at lower cost than it is available elsewhere.

Describe how either of these two conditions is being met: If the college charges a fee, rather than have students furnish the materials, why should the students have to pay a fee to the college rather than supply the materials themselves?

The material can be taken from the classroom setting and is it not wholly consumed, used up, or rendered valueless as it is applied in achieving the learning outcomes of a course.

Describe how material has continued value outside of the classroom.

Fields marked with * are required

Codes and Dates:

This area is only viewable by the user and is edited by the Curriculum Specialist when he/she gets the proposal in the approval process.

New Course: Example

Status: Draft Remaining Launch Requirements: 9

Examination and Examination	Codes and Dates Last updated by Governet Support on 1/26/2015 at 10:03 AM
Textbooks/Learning Materials	Course Origination Date <input type="text"/>
Prerequisite/Corequisite	Course Proposer * <input type="text" value="Support, Governet"/>
Prerequisite/Corequisite Validation	Proposal Type <input type="text" value="New Course"/>
Prerequisite/Corequisite Removal	Implementation Semester <input type="text"/>
Advisory/Recommended Preparation	Implementation Year <input type="text"/>
Homework 0/3	Minimum Semester Lecture Hours <input type="text"/> Maximum Semester Lecture Hours <input type="text"/>
Method of Instruction	Minimum Semester Lab Hours <input type="text"/> Maximum Semester Lab Hours <input type="text"/>
Status	Total Hour <input type="text"/>
Program Status	Course Control Number <input type="text"/>
General Education Status	Retake Code <input type="text"/>
Completed by Dean	Program Control Number <input type="text"/>
Material Fees	C-ID Number <input type="text"/>
Codes and Dates	Date
Online Supplement	Board Approval Date <input type="text"/>
	Revision Date <input type="text"/>

Fields marked with * are required

Online Supplement:

You are able to specify if the course is online.

New Course: Example


Status: Draft Remaining Launch Requirements: 9 Launch Delete Draft

Examination and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

Online Supplement

Last updated by Governet Support on 1/26/2015 at 10:03 AM

Distance Ed?

Is Distance Ed 

Fields marked with * are required

When you click on the check box “Is Distance Ed” the following screens appear that shows the page you will find below. You are able to specify if the course is Fully Online, Hybrid, and Fully Online/Hybrid. The descriptions and definitions of what the Delivery Methods are are also included. You are also able to define the regular effective contact hours online, describe how the class will meet online, meet face-to-face, specify the Online Adaption of Methods of Instruction, and you are able to include a Sample Assignment. When the information is correct that you have entered, click on the “Save” tab.

New Course: Example

Status: Draft

Remaining Launch Requirements: 9

Launch
Delete Draft

Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

Last updated by Governet Support on 1/26/2015 at 10:03 AM

Online Supplement

Distance Ed?

Is Distance Ed

Delivery Method | ▼

Field is a placeholder

Hybrid

Fully Online

Hybrid

Fully Online/Hybrid

In accordance with Title 5 Regulations, "A Hybrid course for instructional purposes is defined as any course that replaces anything less than 100% regular face-to-face seat time with distance learning. The distance learning portion of the hybrid course must provide for "regular effective contact" as defined by the Academic Senate. The hybrid course requires separate approval of both the Curriculum Committee and the Distance Learning Committee." (Definition adopted by the Distance Learning Committee May 12, 2008).

This course has online component and regularly scheduled face-to-face meeting. Instructors are required to schedule both regular virtual meetings and face-to-face meetings. Instructors must coordinate with respective divisions to schedule their weekly virtual and face-to-face contact hours equivalent to number of units taught per week, to be published each semester in the schedule of classes. Total number of contact hours must equal number of units taught per week.

Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor's office. For further information, please visit: http://www.htctu.fhda.edu/dlguidelines/dlg_index.html

Fully Online

In accordance with Title 5 Regulations, "A course in which 100% of the in-class seat time is replaced by work within the online course site."

This course has no required face to face meetings; however, instructors are required to schedule regular virtual meetings. Instructors must coordinate with respective divisions to schedule their weekly virtual contact hours equivalent to number of units taught per week, to be published each semester in the schedule of classes.

Fully Online Delivery Requirements

- Any planned face-to-face meetings, such as an orientation or study session, must be optional.
- An orientation to the class is required, but may be done online.

Save

Fields marked with * are required

Prerequisite/Corequisite	Fully Online Delivery Requirements
Prerequisite/Corequisite Validation	<ul style="list-style-type: none"> Any planned face-to-face meetings, such as an orientation or study session, must be optional. An orientation to the class is required, but may be done online. Students must be notified via the EVC Schedule of Classes and the syllabus for the class, if proctored exams are required for this course. The Curriculum Committee requires the use of asynchronous discussion as a component of every fully online course. Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor's office. For further information, please visit: http://www.htctu.fhda.edu/dlguidelines/dlg_index.html
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	Please define how you will provide regular effective contact hours online
Status	
Program Status	
General Education Status	
Completed by Dean	Please describe how this class will meet online
Material Fees	
Codes and Dates	
Online Supplement	

Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	0/3
Method of Instruction	Please describe how this class will meet online
Status	
Program Status	
General Education Status	
Completed by Dean	Weekly Online Hours <input type="text"/> Total Online Hours <input type="text"/>
Material Fees	Please describe how this hybrid class will meet face-to-face
Codes and Dates	
Online Supplement	

Weekly Face-to-Face Hours Total Face-to-Face Hours

Summer Semester
 Intersession Semester

Online Adaptation of Methods of Instruction
Example: Lectures will be accomplished using instructor prepared web based lectures and links to appropriate reference sites and historical web sites. Discussion will take place using the course management system, discussion board in both group and whole class settings.

Fields marked with * are required

Examination and Examination		Online Adaptation of Methods of Instruction <i>Example: Lectures will be accomplished using instructor prepared web based lectures and links to appropriate reference sites and historical web sites. Discussion will take place using the course management system, discussion board in both group and whole class setting.</i>
Textbooks/Learning Materials		
Prerequisite/Corequisite		
Prerequisite/Corequisite Validation		
Prerequisite/Corequisite Removal		
Advisory/Recommended Preparation		
Homework	0/3	
Method of Instruction		Online Adaptation of Methods of Evaluation <ol style="list-style-type: none"> 1. Students will use the college online library and specified web site references to complete a research project that will be submitted to the instructor via email attachment. 2. Proctored exams that can happen either at the college learning center or at the location agreed upon by the student and the instructor will take place twice in a semester.
Status		
Program Status		
General Education Status		
Completed by Dean		
Material Fees		
Codes and Dates		
Online Supplement		Sample Assignment

Save

Fields marked with * are required

Program Status		Sample Assignment <i>Please give an example of an assignment that students will do in the online class format described in this document</i>
General Education Status		
Completed by Dean		
Material Fees		
Codes and Dates		
Online Supplement		

Save

Fields marked with * are required

Creating a New Proposal/Program

Choose “New Program” from the drop down and click “Next Step”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

it, then use the arrow keys or mouse to pick an item.

- Create / Modify DE Course
- Deactivate Course
- Deactivate Program
- Modify Course
- Modify Program
- New Course
- New Program

Next Step

When you reach this screen answer the questions presented. Once you have completed the questions you will then click the “Next Step” button.

Create Proposal

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Step 1: Select Proposal Type -- (New Program)

Step 2: Create Program Proposal

To create a program proposal, choose a division, department and award type and enter a program title.

Division*

Math, Sci. & Engineering

Department*

Basic Skills-Math

Award Type*

Associate in Arts

Program Title*

Example

Next Step

Review and Create

After you have clicked on “Next Step” the following screen will appear.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (New Program) ▼

Step 2: Create Program Proposal ▼

Review and Create ▲

You've chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Division: Math, Sci. & Engineering


Department: Basic Skills-Math

Award Type: Associate in Arts

Program Title: Example

If this is correct press Create Proposal to submit the new proposal to the New Course approval process.

Create Proposal



If your selections are accurate then click the “Create Proposal” button. Please keep in mind that you will be able to continue to make changes on future screens.

Entering Program Details

Once you “Create Proposal” You will then be in the main course information entry area. This is an example of a program form.

The screenshot displays a web form titled "New Program: Example" with a status of "Draft". At the top right, it indicates "Remaining Launch Requirements: 5" and includes "Launch" and "Delete Draft" buttons. A navigation sidebar on the left contains tabs for "Main" (0/2), "Co-Contributor", "Description" (0/1), "Learning Outcomes (PLOs)" (0/1), "Course Blocks" (0/1), and "Codes". The "Main" tab is active, showing two sections: "Program Information" and "Proposal Information".

Program Information

- Degree/Certificate Name:
- Department:
- Award Type:

Proposal Information

- Proposed Implementation Term:
- Year:
- Reason for Proposing *:
- Relationship to the mission of the college *:
- Similar Degree/Certificates at other colleges in service area:
- Adequacy of resources (include additional needs such as staffing, space, library and technology resources, etc.):

Fields marked with * are required

Fill out the desired information in the specified text areas. The tabs along the left side contain additional fields. Click on each tab to access each different area.

Required fields are marked with an *. Move between sections using the dark gray tabs to the far left.

Sections with required fields also have an orange box showing your progress 3/4, which will turn green

4/4 when you have completed all required fields move to the next tab.

Co-Contributor:

On this tab, you are able to enter in any other persons that may have helped with this document. You are able to check the box next to the name of the person you are selecting and to find the name; you can either scroll down or type the name in the search box.

New Program: Example Status: Draft Remaining Launch Requirements: 5 Launch Delete Draft

Main	0/2	Co-Contributor
Co-Contributor		Co-Contributor
Description	0/1	
Learning Outcomes (PLOs)	0/1	
Course Blocks	0/1	
Codes		

Show selected
 Adamski, Maureen (maureen.adamski@evc.edu)
 Adkins, Walter (walter.adkins@evc.edu)
 Allen, Daniel (daniel.allen@evc.edu)
 Ames, David (david.ames@evc.edu)
 Anderson, Caritha (caritha.anderson@evc.edu)
 Apen, Lynette (lynette.apen@evc.edu)
 Archuleta, Irma (irma.archuleta@evc.edu)
 Avtch_Keith (keith.avtch@evc.edu)
0 of 181 items are selected

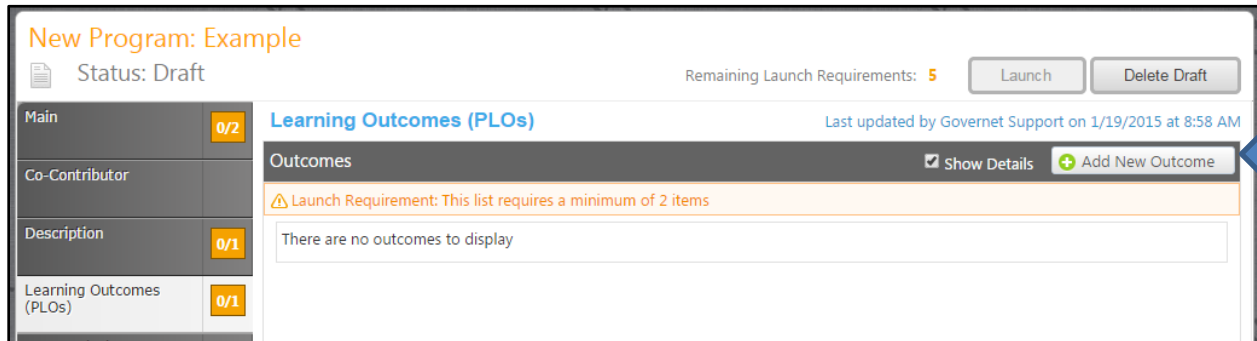
Description:

This tab is for the Catalog Description.

The screenshot shows a web interface for editing a program. At the top left, it says "New Program: Example" and "Status: Draft". On the top right, it says "Remaining Launch Requirements: 5" and has "Launch" and "Delete Draft" buttons. A sidebar on the left lists sections: "Main" (0/2), "Co-Contributor", "Description" (0/1), "Learning Outcomes (PLOs)" (0/1), "Course Blocks" (0/1), and "Codes". The main content area is titled "Description" and "Catalog Description *". It features a rich text editor with a toolbar containing icons for bold, italic, underline, font color, background color, text color, font size, bulleted list, numbered list, link, unlink, and a "Select block type" dropdown. The editor's text area is currently empty.

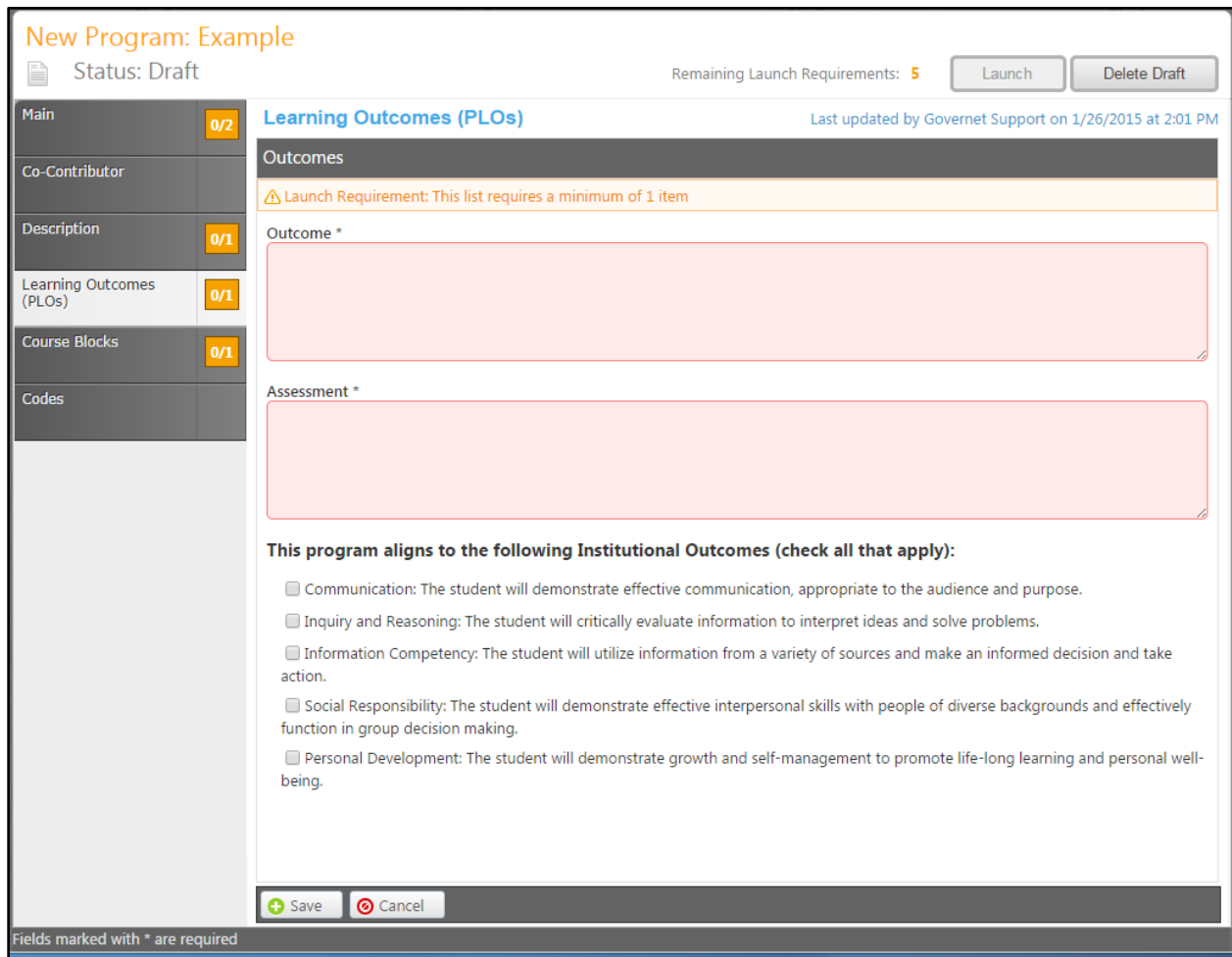
Learning Outcomes (PLOs):

Enter in any learning outcomes that may be needed. To add new outcomes, click on the “Add New Outcome” tab as shown below.



The screenshot shows the 'New Program: Example' interface. The status is 'Draft'. The 'Learning Outcomes (PLOs)' section is active, showing a progress indicator of 0/1. A blue arrow points to the '+ Add New Outcome' button in the top right corner of the 'Outcomes' section. The 'Outcomes' section also includes a 'Show Details' checkbox and a 'Launch Requirement: This list requires a minimum of 2 items' warning. The main content area currently displays 'There are no outcomes to display'.

Once you have clicked on the “Add New Outcome” tab, the following screen should appear. You can then enter in the information and click “Save”.



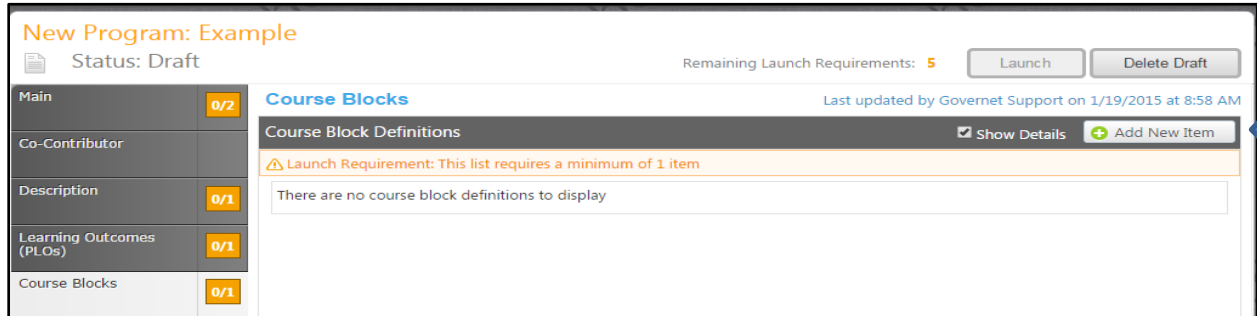
The screenshot shows the 'Add New Outcome' form. The status is 'Draft'. The 'Learning Outcomes (PLOs)' section is active, showing a progress indicator of 0/1. The 'Outcome *' field is a large text area. The 'Assessment *' field is a large text area. Below these fields, there is a section titled 'This program aligns to the following Institutional Outcomes (check all that apply):' with five checkboxes and their corresponding descriptions. The 'Save' button is highlighted in green, and the 'Cancel' button is in red. A footer note states 'Fields marked with * are required'.

This program aligns to the following Institutional Outcomes (check all that apply):

- Communication: The student will demonstrate effective communication, appropriate to the audience and purpose.
- Inquiry and Reasoning: The student will critically evaluate information to interpret ideas and solve problems.
- Information Competency: The student will utilize information from a variety of sources and make an informed decision and take action.
- Social Responsibility: The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.
- Personal Development: The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

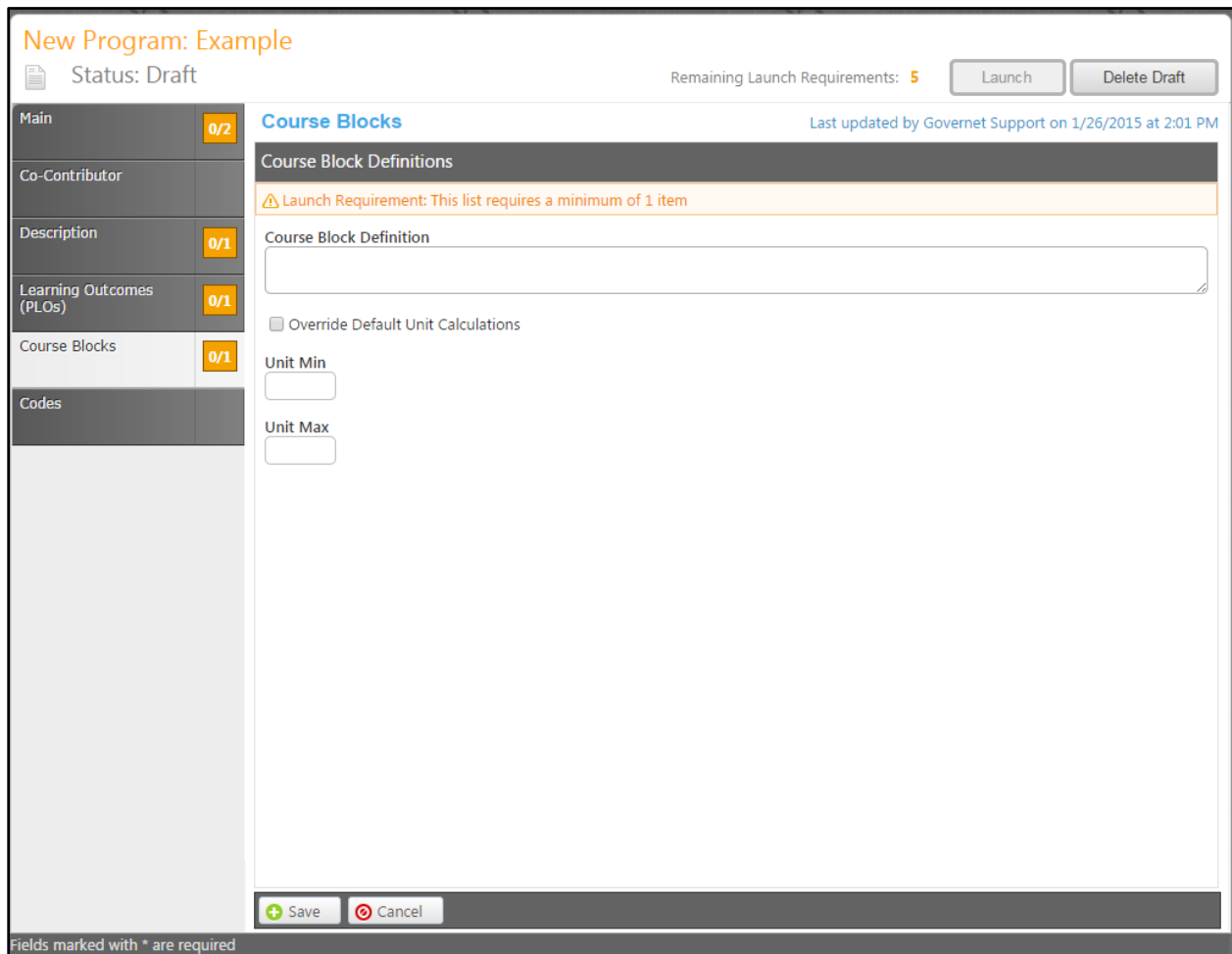
Course Blocks:

You can enter in a course block definition and are able to specify unit min/unit max for the course definition. To add a new item, click on the “Add New Item” tab as shown below.



The screenshot shows the 'New Program: Example' interface. At the top, it displays 'Status: Draft' and 'Remaining Launch Requirements: 5'. There are 'Launch' and 'Delete Draft' buttons. The left sidebar shows a progress indicator for 'Main' (0/2), 'Co-Contributor', 'Description' (0/1), 'Learning Outcomes (PLOs)' (0/1), and 'Course Blocks' (0/1). The main content area is titled 'Course Blocks' and shows 'Course Block Definitions'. A warning message states: 'Launch Requirement: This list requires a minimum of 1 item'. Below this, it says 'There are no course block definitions to display'. A blue arrow points to the '+ Add New Item' button in the top right corner of the 'Course Block Definitions' section.

Once you have clicked on the “Add New Item” tab, the following screen should appear. You can then enter in the information and click “Save”.



The screenshot shows the 'New Program: Example' interface with the 'Add New Item' form for 'Course Blocks'. The 'Status' is 'Draft' and 'Remaining Launch Requirements' is '5'. The left sidebar shows 'Main' (0/2), 'Co-Contributor', 'Description' (0/1), 'Learning Outcomes (PLOs)' (0/1), 'Course Blocks' (0/1), and 'Codes'. The main content area is titled 'Course Blocks' and shows 'Course Block Definitions'. A warning message states: 'Launch Requirement: This list requires a minimum of 1 item'. Below this, there is a 'Course Block Definition' text area. There is a checkbox for 'Override Default Unit Calculations'. Below that, there are input fields for 'Unit Min' and 'Unit Max'. At the bottom, there are 'Save' and 'Cancel' buttons. A footer note states: 'Fields marked with * are required'.

Codes:

The Code section is only viewable by the user and is edited by the Curriculum Specialist when the proposal gets to him/her in the approval process.

New Program: Example

Status: Draft Remaining Launch Requirements: 5 Launch Delete Draft

Main	0/2
Co-Contributor	
Description	0/1
Learning Outcomes (PLOs)	0/1
Course Blocks	0/1
Codes	

Codes

Last updated by Governet Support on 1/26/2015 at 2:01 PM

Entry of Special Dates

Board Approval Date

Originator

Origination Date

TOP Code

Datatel Code

State Control Number

CIP Code

CID Code

MIS Degree Code

A = AA Degree

S = AS Degree

MIS Certificate Code

T = Certificate requiring 30-59 units

L = Certificate requiring fewer than 30 units

F = Certificate requiring 60+ units

O = Other Award

Fields marked with * are required

Creating Proposal Create/Modify DE Courses

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

Once the Create Proposal button is clicked, you will be directed to the following Create Proposal screen

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

- Create / Modify DE Course
- Deactivate Course
- Deactivate Program
- Modify Course
- Modify Program

Next Step

Step 2: To be determined

Review and Create

From this screen you can select the type of proposal being created. These are examples of possible proposal types. In this example we will use a “Create/Modify DE Courses”.

Select “Create/Modify DE Courses” from the drop down and click the “Next Step” button. Once that is completed the following screen will appear:

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Create / Modify DE Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject* Top 50 Active Courses

Course Title

Search Courses

Next Step

Review and Create

In the following screens, you are able to select the subject and search the courses for the subject. The active courses will appear to right of the screen that you are able to choose from, as shown in the examples below:

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Create / Modify DE Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject: (ETH) Ethnic Studies

Course Title:

Search Courses

Courses* Top 50 Active Courses

Next Step

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Create / Modify DE Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject: (ETH) Ethnic Studies

Course Title:

Search Courses

Courses* Top 50 Active Courses

- ETH-010 - Introduction to Ethnic Studies
- ETH-011 - Ethnic Film: Reel Studies
- ETH-020 - African American Culture
- ETH-030 - Chicana/o Culture
- ETH-035 - Sociology of the Chicana/o Experience
- ETH-040 - Vietnamese American Culture and Experience
- ETH-042 - Asian Pacific American (APA) Culture and Experience

Next Step

Once you have chosen the course the following screen should appear below:

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Create / Modify DE Course)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Modify Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course: **ETH-010 - Introduction to Ethnic Studies**

If this is correct press Create Proposal to submit the new proposal to the Modify DE Course approval process.

Create Proposal

If the information is correct, you would then click on the “Create Proposal” tab. The following screen should appear below once you have created the proposal.

Once you “Create Proposal” You will then be in the online supplement information entry area. This is an example of a create/modify form.

Create / Modify DE Course: ETH-010 - Introduction to Ethnic Studies
Status: Draft

Launch Delete Draft

Online Supplement

Distance Ed?
 Is Distance Ed

Online Supplement	
Main	
Co-Contributor	
Units/Hours	
Lecture and/or Lab Content	
Student Learning Outcomes	
Methods of Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	
Method of Instruction	
Status	

Fields marked with * are required

Online Supplement

You are able to specify if the course is online.

Create / Modify DE Course: ETH-010 - Introduction to Ethnic Studies

Status: Draft Launch Delete Draft

Online Supplement	
Main	
Co-Contributor	
Units/Hours	
Lecture and/or Lab Content	
Student Learning Outcomes	
Methods of Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	
Method of Instruction	
Status	

Online Supplement

Distance Ed?

Is Distance Ed

Fields marked with * are required

When you click on the check box “Is Distance Ed” the following screens appear that shows the page you will find below. You are able to specify if the course is Fully Online, Hybrid, Fully Online/Hybrid. The descriptions and definitions of what the Delivery Methods are, are also included. You are also able to define the regular effective contact hours online, describe how the class will meet online, meet face-to-face, specify the Online Adaption of Methods of Instruction, and you are able to include a Sample Assignment. The following examples show all of the information for the “Online Supplement”. When the information is correct that you have entered, click on the “Save” tab.

Create / Modify DE Course: ETH-010 - Introduction to Ethnic Studies

Status: Draft Launch Delete Draft

Online Supplement	Online Supplement
Main	<p>Distance Ed?</p> <p><input checked="" type="checkbox"/> Is Distance Ed</p>
Co-Contributor	<p>Delivery Method <input type="text"/></p> <p>Field is a placeholder, needs to be replaced</p>
Units/Hours	<p>Hybrid</p> <p>In accordance with Title 5 Regulations, "A Hybrid course for instructional purposes is defined as any course that replaces anything less than 100% regular face-to-face seat time with distance learning. The distance learning portion of the hybrid course must provide for "regular effective contact" as defined by the Academic Senate. The hybrid course requires separate approval of both the Curriculum Committee and the Distance Learning Committee." (Definition adopted by the Distance Learning Committee May 12, 2008).</p> <p>This course has online component and regularly scheduled face-to-face meeting. Instructors are required to schedule both regular virtual meetings and face-to-face meetings. Instructors must coordinate with respective divisions to schedule their weekly virtual and face-to-face contact hours equivalent to number of units taught per week, to be published each semester in the schedule of classes. Total number of contact hours must equal number of units taught per week.</p>
Lecture and/or Lab Content	
Student Learning Outcomes	
Methods of Evaluation and Examination	
Textbooks/Learning Materials	<p>Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor's office. For further information, please visit: http://www.htcu.fhda.edu/dlguidelines/dlg_index.html</p>
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	<p>Fully Online</p> <p>In accordance with Title 5 Regulations, "A course in which 100% of the in-class seat time is replaced by work within the online course site."</p>
Prerequisite/Corequisite Removal	<p>This course has no required face to face meetings; however, instructors are required to schedule regular virtual meetings. Instructors must coordinate with respective divisions to schedule their weekly virtual contact hours equivalent to number of units taught per week, to be published each semester in the schedule of classes.</p>
Advisory/Recommended Preparation	<p><u>Fully Online Delivery Requirements</u></p> <ul style="list-style-type: none"> Any planned face-to-face meetings, such as an orientation or study session, must be optional. An orientation to the class is required, but may be done online.
Homework	
Method of Instruction	
Status	Save

Fields marked with * are required

Online Supplement	Fully Online Delivery Requirements
Main	<ul style="list-style-type: none"> Any planned face-to-face meetings, such as an orientation or study session, must be optional. An orientation to the class is required, but may be done online. Students must be notified via the EVC Schedule of Classes and the syllabus for the class, if proctored exams are required for this course. The Curriculum Committee requires the use of asynchronous discussion as a component of every fully online course. Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor's office. For further information, please visit: http://www.htctu.fhda.edu/dlguidelines/dlg_index.html
Co-Contributor	
Units/Hours	
Lecture and/or Lab Content	
Student Learning Outcomes	
Methods of Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	Please define how you will provide regular effective contact hours online
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	Please describe how this class will meet online
Homework	
Method of Instruction	
Status	

Fields marked with * are required

Save

Online Supplement	
Main	Weekly Online Hours <input type="text"/> Total Online Hours <input type="text"/>
Co-Contributor	Please describe how this hybrid class will meet face-to-face
Units/Hours	
Lecture and/or Lab Content	
Student Learning Outcomes	
Methods of Evaluation and Examination	Weekly Face-to-Face Hours <input type="text"/> Total Face-to-Face Hours <input type="text"/>
Textbooks/Learning Materials	<input type="checkbox"/> Summer Semester <input type="checkbox"/> Interession Semester
Prerequisite/Corequisite	Online Adaptation of Methods of Instruction
Prerequisite/Corequisite Validation	<i>Example: Lectures will be accomplished using instructor prepared web based lectures and links to appropriate reference sites and historical web sites. Discussion will take place using the course management system, discussion board in both group and whole class setting.</i>
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	
Method of Instruction	
Status	<input type="button" value="Save"/>

Fields marked with * are required

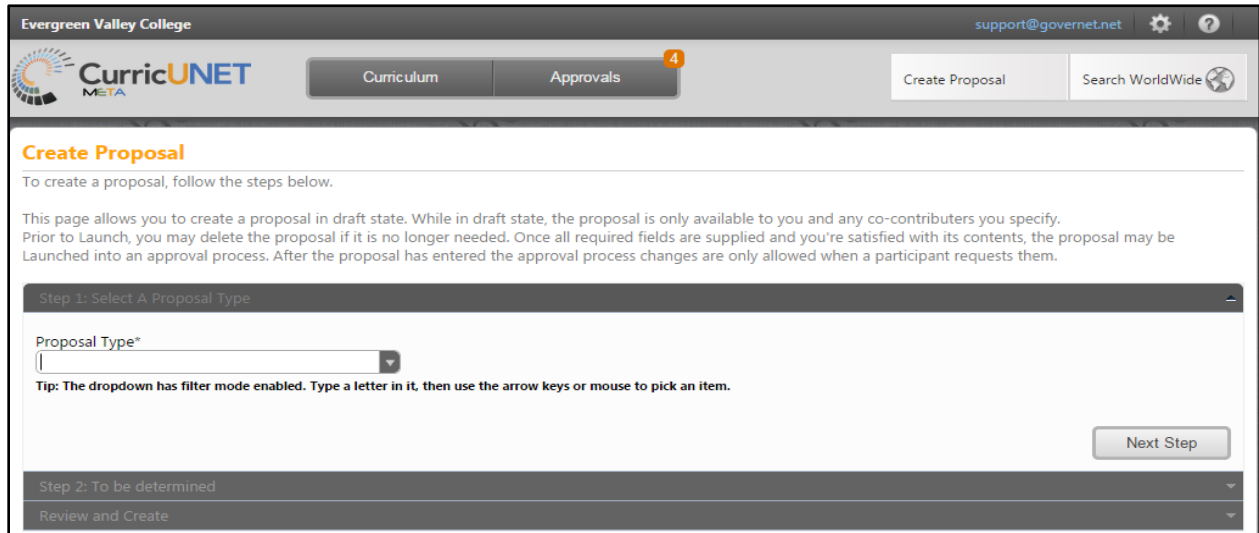
Online Supplement	
Main	<p>Online Adaptation of Methods of Evaluation</p> <ol style="list-style-type: none"> 1. Students will use the college online library and specified web site references to complete a research project that will be submitted to the instructor via email attachment. 2. Proctored exams that can happen either at the college learning center or at the location agreed upon by the student and the instructor will take place twice in a semester.
Co-Contributor	
Units/Hours	
Lecture and/or Lab Content	
Student Learning Outcomes	
Methods of Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	<p>Sample Assignment</p> <p>Please give an example of an assignment that students will do in the online class format described in this document</p>
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	
Method of Instruction	
Status	

Save

***The Online Supplement page is the only page that a user will be able to edit during this type of modification process. The remaining tabs will be viewable to the user, but not editable.**

Deactivate Courses:

To deactivate a course, click the “Create Proposal” button at the top of the page. You can do this from any other page on the site.



Evergreen Valley College support@governet.net

Curriculum Approvals 4

Create Proposal Search WorldWide

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

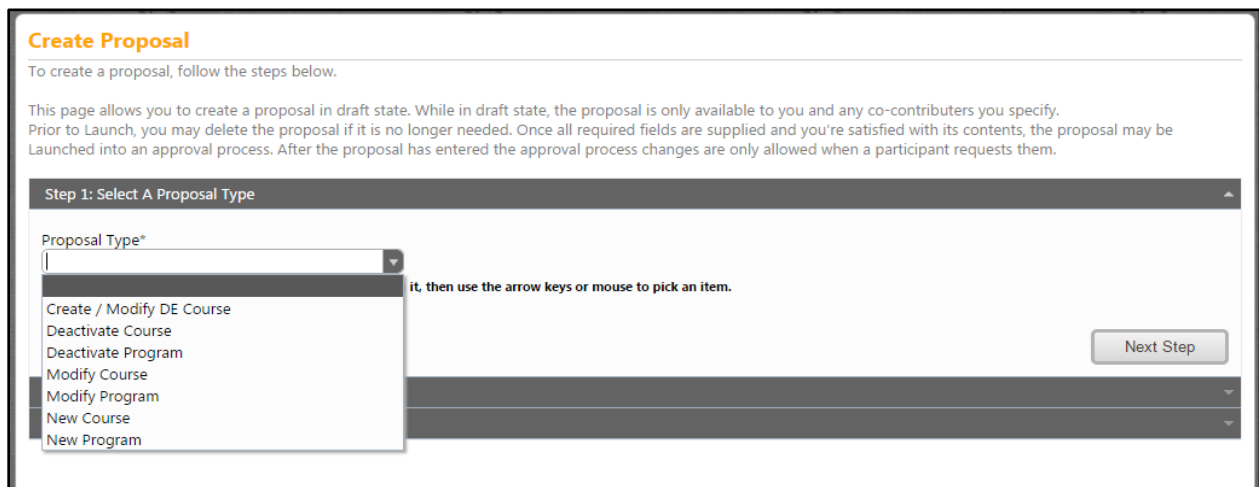
Next Step

Step 2: To be determined

Review and Create

From this screen you can select the type of proposal being created. These are examples of possible proposal types. In this example we will use a “Deactivate Course”.

Select “Deactivate Course” from the drop down and click the “Next Step” button. Once that is completed the following screen will appear:



Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

- Create / Modify DE Course
- Deactivate Course
- Deactivate Program
- Modify Course
- Modify Program
- New Course
- New Program

Next Step

Once you have chosen “Deactivate Course”, the following screen will appear.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*
Deactivate Course

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

The basic user can now enter in the subject and course title to search courses, or enter in the subject and search courses. The active courses will appear in the active courses box to your right on the screen, as shown in the example below.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Deactivate Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject

Course Title

Courses* Top 50 Active Courses

Search Courses

Next Step

Review and Create

Once you have clicked on “Next Step”, the screen below should appear for you to create the proposal. Click the “Create Proposal” button and the next screen should appear.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

- Step 1: Select Proposal Type -- (Deactivate Course) ▾
- Step 2: Select a Course From the Catalog ▾
- Review and Create ▲

You've chosen to create a Deactivate Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course: ACCTG-001A - Principles of Financial Accounting

If this is correct press Create Proposal to submit the new proposal to the Deactivate Course approval process.

Create Proposal

The following screen is the Main Screen. The user is only required/allowed to edit the first 3 fields that are highlighted. You are able to click on each of the tabs to your left to view the information for each tab.

Deactivate Course: ACCTG-001A - Principles of Financial Accounting [View the course being deactivated](#)

Status: Draft Remaining Launch Requirements: 3

Main	0/3	Main
Co-Contributor		Proposal Information
Units/Hours		First Semester Intended to Offer * <input type="text"/>
Lecture and/or Lab Content		Year * <input type="text"/>
Student Learning Outcomes		Justification for proposing Course Deactivation. * <input type="text"/>
Methods of Evaluation and Examination		Course Discipline <input type="text" value="ACCTG - Accounting"/>
Textbooks/Learning Materials		Course Number <input type="text" value="001A"/>
Prerequisite/Corequisite		Course Title <input type="text" value="Principles of Financial Accounting"/>
Prerequisite/Corequisite Validation		Short Title <input type="text" value="Financial Accounting"/>
Prerequisite/Corequisite Removal		Catalog Description
Advisory/Recommended Preparation		This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool. [Note: ACCTG 001A same as ACCTG 020]
Homework		Short Schedule Description
Method of Instruction		Introductory financial accounting for transfer majors in business, information systems & accounting
Status		"Same As" or "Replaces"
Program Status		This course is the "Same As": <input type="text"/>
		First Semester Good for: <input type="text"/>

Fields marked with * are required

Prerequisite/Corequisite Removal		"Same As" or "Replaces"
Advisory/Recommended Preparation		This course is the "Same As": <input type="text"/>
Homework		First Semester Good for: <input type="text"/>
Method of Instruction		Year <input type="text"/>
Status		This course "Replaces" <input type="text"/>
Program Status		First Semester Good For: <input type="text"/>
		Year <input type="text"/>

Fields marked with * are required

Deactivate Program:

To deactivate a program, click the “Create Proposal” button at the top of the page. You can do this from any page on the site.

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Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

From this screen you can select the type of proposal being created. These are examples of possible proposal types. In this example we will use a “Deactivate Program”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

- Create / Modify DE Course
- Deactivate Course
- Deactivate Program
- Modify Course
- Modify Program
- New Course
- New Program

Next Step

Select “Deactivate Program” from the drop down and click the “Next Step” button. Once that is completed the following screen will appear:

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Step 2: To be determined

Review and Create

The user can now enter in the Division, Department, Program Title and click “Search Programs” or Division, Department, and Search Programs, which will show the active courses in the box on your right. The active courses will appear in the active courses box to your right on the screen, as shown in the example below.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Deactivate Program)

Step 2: Select a Program From the Catalog

Division

Department

Program Title

Programs*

Review and Create

Once you have clicked on “Next Step”, the screen below should appear for you to create the proposal. Click the “Create Proposal” button and the next screen should appear.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

- Step 1: Select Proposal Type -- (Deactivate Program) ▼
- Step 2: Select a Program From the Catalog ▼
- Review and Create ▲

You've chosen to create a Deactivate Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program: Administration of Justice - Associate in Science

If this is correct press Create Proposal to submit the new proposal to the Deactivate Program approval process.

Create Proposal

The following screen is the Main Screen. The user is only required/allowed to edit the fields that are highlighted on the Main Page. User are able to click on each of the tabs to the left to view the information for each tab.

Deactivate Program: Administration of Justice - Associate in Science

Status: Draft Remaining Launch Requirements: 3 Launch Delete Draft

Main	0/3	Main
Co-Contributor		Program Information
Description		Proposed Implementation Term * <input type="text"/>
Learning Outcomes (PLOs)		Year * <input type="text"/>
Course Blocks		Reason for Proposing * <input type="text"/>
Codes		

Proposal Information

Degree/Certificate Name

Department

Award Type

Relationship to the mission of the college

Similar Degree/Certificates at other colleges in service area

Adequacy of resources (include additional needs such as staffing, space, library and technology resources, etc.)

Fields marked with * are required

Adequacy of resources (include additional needs such as staffing, space, library and technology resources, etc.)

Fields marked with * are required

Modifying Course:

To modify a course, click the “Create Proposal” button at the top of the page. You can do this from any page on the site.

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Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

[Next Step](#)

Step 2: To be determined

Review and Create

From this screen you can select the type of proposal being created. These are examples of possible proposal types. In this example we will use a “Modify Course”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

- Create / Modify DE Course
- Deactivate Course
- Deactivate Program
- Modify Course
- Modify Program
- New Course
- New Program

[Next Step](#)

Select “Modify Course” from the drop down and click the “Next Step” button. Once that is completed the following screen will appear:

The user can now enter in the Subject, Course Title, and click Search Programs, which will show the active programs in the box on your right. The active programs will appear in the active courses box to your right on the screen, as shown in the example below.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Modify Course) ▼
Step 2: Select a Course From the Catalog ▲

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject Courses* Top 50 Active Courses

Course Title

Review and Create ▼

Once you have clicked on “Next Step”, the screen below should appear for you to create the proposal. Click the “Create Proposal” button and the next screen should appear.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Modify Course) ▼
Step 2: Select a Course From the Catalog ▼
Review and Create ▲

You've chosen to create a Modify Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course: ETH-010 - Introduction to Ethnic Studies

If this is correct press Create Proposal to submit the new proposal to the Modify Course approval process.

***The forms for course modification will be the same as for course creation, so refer to that section of this manual if you would like to be guided through each page. (starts on page 13)**

Modifying Program:

To modify a program, click the “Create Proposal” button at the top of the page. You can do this from any page on the site.

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CurricUNET Curriculum Approvals Create Proposal Search WorldWide

Create Proposal

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Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

[Next Step](#)

Step 2: To be determined

Review and Create

From this screen you can select the type of proposal being created. These are examples of possible proposal types. In this example we will use a “Modify Program”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

- Create / Modify DE Course
- Deactivate Course
- Deactivate Program
- Modify Course
- Modify Program
- New Course
- New Program

[Next Step](#)

Select “Modify Program” from the drop down and click the “Next Step” button. Once that is completed the following screen will appear:

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Modify Program

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

The user can now enter in the Division, Department, Program Title and click Search Programs or Division, Department, and Search Programs, which will show the active programs in the box on your right. The active programs will appear in the active courses box to your right on the screen, as shown in the example below.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type -- (Modify Program)

Step 2: Select a Program From the Catalog

Division

Department

Program Title

Search Programs

Programs*

Top 50 Active Programs

Next Step

Review and Create

Once you have clicked on “Next Step”, the screen below should appear for you to create the proposal. Click the “Create Proposal” button and the next screen should appear.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

- Step 1: Select Proposal Type -- (Modify Program) ▼
- Step 2: Select a Program From the Catalog ▼
- Review and Create ▲

You've chosen to create a Modify Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program: Administration of Justice - Associate in Science

If this is correct press Create Proposal to submit the new proposal to the Modify Program approval process.

Create Proposal

***The forms for program modification will be the same as for program creation, so refer to that section of this manual if you would like to be guided through each page. (starts on page 62)**

Launch Into Approval Process

Once you have completed the required course fields you will be able to launch into the approval process. Push on the “Launch” button in the upper right section of the screen.

New Credit Course: This is a training title

Status: Draft Remaining Launch Requirements: 2

Main 5/5 **Main**

Units/Hours	Title *	<input type="text" value="This is a training title"/>
Requisites	Prefix *	<input type="text" value="ACCT - Accounting"/>
Learning Objectives	Course Number *	<input type="text" value="99"/>

Once you have successfully launched the proposal into the workflow, you will get this screen:

New Credit Course: test

[View Course Proposal](#)

Take action as an administrator

Select One

[Click here to administratively move proposal to new level](#)
By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

History		Status				
Action Date	Step	Step Type	User Fullname	Action	Action Comment	
06/05/2014 09:53 AM	Originator	Required	Admin Admin	Launch	Launch	

Approval Process and Approval Actions

The next section discusses how the approval process functions. The system has predefined workflows dependent on the type of proposal that has been launched into the workflow. When you have an action to take you will receive an email notification.

Notification Example:

Daily CurricUNET notifications for User

Notifications contain all activity in the system related to you since your last notification.

Action Needed

You are a participant in the approval process for the following proposals

Proposal Type: Graduate Program Modification

Title: MASTER OF BUSINESS ADMINISTRATION

Originator: User

Your action as School Academic Affairs Committee is optional

You will then Log In with your credentials and click on the “Approvals” button on the top part of the screen. Once you do this you will be presented with this screen:



The screenshot shows the 'Approvals' interface. At the top left is the word 'Approvals' in orange. To its right are four dropdown menus: 'Proposal Type: All', 'Position: All', 'Subject: All', and 'Organizations: All'. Below these is a search bar with the placeholder text 'Title' and a 'Search' button. The main content is a table with the following data:

Proposal Type	Organization	Subject	Title	Position	Pending Changes
New Credit Course		ACCT	99 This is a training title	Division Dean	No

You can then click on the Course Record to be reviewed and you will be presented with this screen:

Approval Update for Academic Senate President
New Credit Course: test

[View Course Proposal](#)

Position: Academic Senate President
 Action:
 Comments:

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Academic Senate President	Required	No users assigned		
08/05/2014 04:10 PM	Curriculum Chair	Required	Admin Admin	Approve	nice job
06/05/2014 11:43 AM	Curriculum Committee Member	Optional	Admin Admin	Review	no
	Art. Officer/DE Director	Required	No users assigned		
	Librarian	Optional	No users assigned		
06/05/2014 09:53 AM	Class Scheduler	Required	Admin Admin	Approve	
06/05/2014 09:49 AM	Originator	Required	Admin Admin	Launch	Launch

From this screen you will be able to make comments and take an action. You can also view comments made by previous reviewers. To take action click on the drop down menu next to “Action” and select your decision. After you have made your selection and added any desired comments click “Commit”. The proposal will then be sent to the next person in the approval process.

If your position allows for “request change”, and you have selected “request change” the proposal will be returned to the originator for changes. After the originator has made the changes they will need to re-launch the changed proposal back into approval process. The default setting is for the proposal to go back to the level that “requested the change”, however your institution has the option to change the settings so that the proposal goes to a different level after changes have been made. For example, you may want to adjust the selections so that it goes all the way back through the process. This is up to each institution to determine best process. Instructions on how to adjust approval process are in the more detailed “Administrative Manual”.