

Curricunet

For Academic Department Assistants and Other Support Staff

This is basic information that is useful to department staff as well as faculty who may be involved with originating a proposal, or serving in a co-contributor role.

Overview

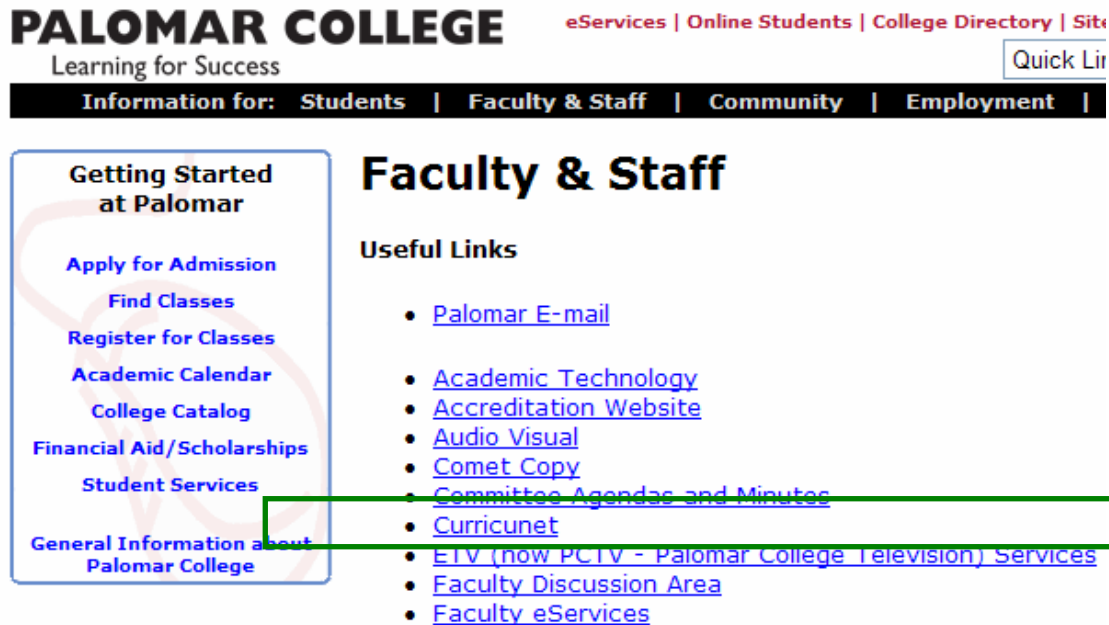
CurricUNET is an Internet based software application designed to automate and enhance the development and approval of curriculum. To create proposals or take actions in the approval process in CurricUNET you have to be a registered user with discipline access.

Accessing CurricUNET

From the Palomar College Home page, click on “Faculty and Staff”



On the next page that displays, select “CurricUNET”



Links

These are resources and links from our CurricUNET home page to other web sites to provide additional resources related to the development of curriculum.

Links	
<ul style="list-style-type: none">■ Course Numbering Guidelines■ Curricunet User's Guide■ Directions for Course Outline Review Process■ FAQs■ Good Practices for Course Approval Processes■ Governnet■ Guidelines for Validating Course Requisites■ Helpful Hints to Creating a Course Proposal■ Minimum Number of Hours Required per Unit Grid■ Model District Policy	<ul style="list-style-type: none">■ Palomar College Curriculum Web Page■ Palomar College Home Page■ Program and Course Approval Handbook■ Repeatability - Title 5 Guidelines■ Responsibilities in Pre-Launch and Launch■ Standard Course Names and Short Names■ Taxonomy■ Tips for Building Programs■ Training Guide for Faculty

Preferences - Change/update password and contact information.

CurricUNET Home ↳ Preferences	
Preferences	
Personal Info	
Notification	
Admin Notification	
Links	
■ Curricunet User's Guide	
■ Directions for Course Outline Review Process	
■ Governet	
■ Palomar College Curriculum	
■ Palomar College Home Page	
■ Program and Course Approval Handbook	
■ Taxonomy	

Personal Information	
First Name	<input type="text" value="Jenny"/> ?
Last Name	<input type="text" value="AlShafie"/> ?
Preferred Name	<input type="text" value="Jenny"/> ?
Job Title	<input type="text" value="Academic Department Assistant"/> ?
E-Mail Address	<input type="text" value="jalshafie@palomar.edu"/> ?
User Name	<input type="text" value="jalshafie"/> ?
Password	<input type="password" value="....."/> ?
Password Confirm	<input type="password" value="....."/>
Address	<input type="text"/> ?
Business Phone	<input type="text" value="760/744-1150"/> EXT: <input type="text" value="2489"/> ?
Business Fax	<input type="text"/> ?
Home Phone	<input type="text"/> ?
Mobile Phone	<input type="text"/> ?
Web Address	<input type="text"/> ?
IM Service	<input type="text"/> ?
IM Address	<input type="text"/> ?
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Notification is a tool that only those in the approval process may use to see a list of all the email notifications they have received between the dates specified by the user.

Admin Notification is a tool that one may use to see a list of all the email notifications that have been sent to a specific person in the approval process between the dates specified by the user.

How to Search

The search function is located, from CurricUNET's home page, in the left margin towards the bottom of the page.

● Courses

Status

All – (It is recommended to use this status)

Active - current

Approved –has completed approval process but has not yet been made active

Historical – inactive or previous versions

Launched – in the official approval process

Pending – still in development phase or in pre-launch

- Programs

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- Users

Search for position, for example, Articulation Officer or Dean, or Cross-listed department chair/program director (CDLDe) or Cross-listed division dean (CDLDiv), and many others.

It is not likely that ADA’s will need to search for users, but the option is here if needed.

User Search	
Name	<input type="text"/> ?
System Role	ALL <input type="button" value="v"/> ?
Positions	Articulation Officer <input type="button" value="v"/> ?
<input type="button" value="OK"/>	

User Search Results	
User	vCard
Name: Gloria L Kerkhoff	<input type="button" value="Download"/>
Title: Associate Professor/Counselor	
Address:	
Business Phone: Fax:	
Home Phone: Mobile:	
Web:	
IM: ,	
Email: GKERKHOFF@PALOMAR.EDU	

Course Reports

The Course reports will be helpful to department assistants and others who work with scheduling classes to be aware of upcoming changes to courses which might impact scheduling, such as title, course number, discipline name, new cross listings, units, hours, components, distance learning.

All new curriculum and curriculum changes are effective with a fall semester. (Distance Learning is the only exception.) Referring to these reports will be essential to department assistants when entering data for an upcoming fall semester.

If you choose to print a hard copy for your reference, and if the green highlighting does not print, you may need to follow these steps:

Run the report.

Save it to file on your machine.

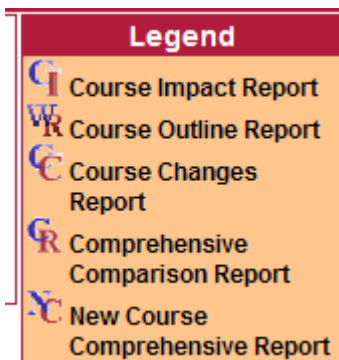
Open the file up in word.

Click on File\print

There should be an options button in the lower left hand corner, click on it.

Under the heading “Include with documents”, select “Background colors and Images”.

This will print the green highlighting.



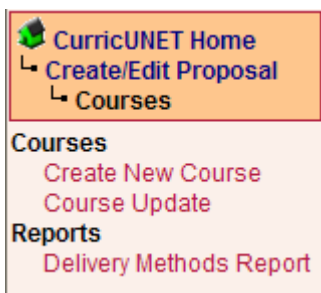
CI – Course Impact Report – this displays all courses and programs in which this course appears; for example, as a requisite (Prerequisite, Co-Requisite, Recommended Preparation) or as program requirement an elective or a recommended elective.

WR – Course Outline Report – Course Outline of Record

CC – Course Changes Report – This displays changes to the course outline of record, compared to the previous version.

CR – Comprehensive Comparison Report – This displays ALL changes to the course compared to the previous version. All information from the course outline of record and additional items such as distance learning and MIS codes are displayed.

NC – New Course Comprehensive Report – This displays ALL information for a new course. All information from the course outline of record and additional items such as distance learning and MIS codes are displayed.



Delivery Methods Report – This report can be found by using the following navigation: Create/Edit Proposal, Course Proposals. It displays all approved distance learning modes for a particular course.

and documentation\ADA training on Cnet.doc

Program Reports

WR – Program Outline Report – Displays a report of the program.

CC - Program Compare Report

Ignore this number!!!! It is necessary for the Program Compare Report to work properly, but irrelevant to the Certificate/Degree program.

Excerpt from a Program

Total units		44 - 45
Reommended Electives		
ART 100	Introduction to Art	3
ART 102	Drawing and Composition I	3
BUS 140	Selling for Business	3
CI 100	Building Codes I	3
ID 145	Kitchen Design	3
ID 151	Advanced Computer Aided Drafting for Designers	3
	203	

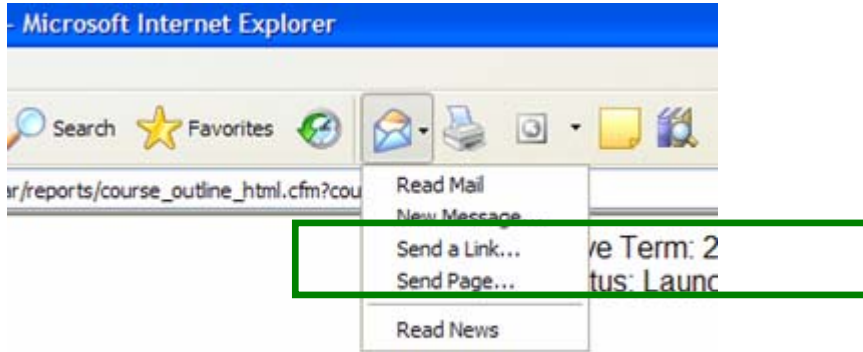
Other Icons

Edit (Pencil) – Allows access to view pages in the Checklist, but only the faculty originator or co-contributor may make changes.

Remove/Delete (Scissor) – Allow Originator to delete proposal or other content.

Optional Ways to Work with Reports

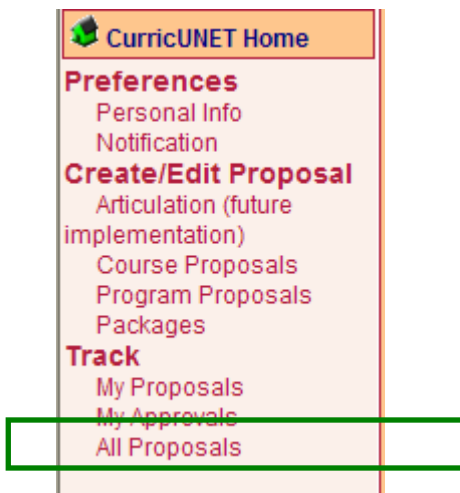
You may send any of the reports (e.g. course outline of record or program report) via email. First generate the report you wish to send. Using the Internet Explorer toolbar, (see screenshot below) click the envelope icon. “Send a link...” will email a link to the complete report. “Send Page...” will copy the report text into the body of your email. It is recommended that you change the Subject line of your email to something more meaningful to the recipient.



You may copy and paste an entire report into a MS Word document if you wish. Some faculty members have done this so they can experiment with modifications before actually creating a proposal in CurriCUNET.

Approval Process

From CurriCUNET’s home page, click on All Proposals, located below **Track**;



The following is an example of the page where one can track the progress of the proposal through the approval process. Proposals may have different individuals involved in the approval process, such as relevant chair or dean, cross listed chair or dean, multicultural course approval.

To see the approval process in a “flow chart” format, click on the “Visual” button.

ART 244 Illustration II Digital Techniques	
Launch	2006-05-16 12:59:00.0
Process Version	Credit Course Deactivation
Visual	Visual
Launch	1 (required)
Jay T. Schultz	Done
Action: Launch	05/16/2006
Deactivation of course due to renumbering in Fall 05. Course was superseded by ARTI 230.	
Articulation Officer	2 (required)
Gloria L Kerkhoff	Done
Action: Reviewed	05/17/2006
Supervisor	2 (required)
Linda Cox	Done
Action: Reviewed	05/17/2006
Department Chair/Program Director	6 (required)
Jay T. Schultz	Done
Action: Recommend Approval	05/18/2006
Division Dean	7 (required)
Patrick M. Schwerdtfeger	Done
Action: Recommend Approval	05/19/2006
Instructional Services	8 (required)
Instructional Services	Awaiting Approval

Note: Individual items inside a Package will always remain “pending”


Curriculum Committee Action	9 (required)
Curriculum Committee Designee	Awaiting Approval
Faculty Senate	10 (required)
Instructional Services	Awaiting Approval
Instructional Services	11 (required)
Instructional Services	Awaiting Approval

Packages

Packages are a group of related course and/or programs proposals that are grouped together by the faculty originator and they travel through the approval process together as a “package.” For example, a new course is proposed and it will be in two existing programs. The new course proposal and the two program change proposals could be put into a package. Or, all the AERO courses are being changed to AVIA courses. All these courses could be placed into a package.



Packaging items allows those who are reviewing/approving the items to see the complete picture when several items are related. It also streamlines the approval process, as the people involved only have to take action once, rather than two or three or many more times, depending on the number of items that are in the package.



To view the individual items that are a part of a package, first select the package from the All Proposals list, then select Check Status, then click on the pencil icon. This will generate a list of each item in the package, and you may also run individual reports such as course compare, course outline, etc.

Web Security and E-commerce	
Launch	2006-05-03 15:33:13.0
Process Version	Credit Course/Program Package
Visual	Visual
	
Pre-Launch	1 (required)
Stephen R. Perry	Done
Action: Pre-Launch	05/03/2006
Deactivating CSIS 269 because it has not been offered in over five years. Removed this course as an elective in the two Web Server Administrator programs.	
Articulation Officer	2 (required)
Gloria L Kerkhoff	Done
Action: Recommend Approval	05/04/2006
Supervisor	2 (required)
Linda Cox	Done
Action: Reviewed	05/04/2006
Department Chair/ Program Director	3 (required)
Terrie Lynn Canon	Done
Action: Recommend Approval	05/05/2006
Division Dean	3 (required)
Patrick M. Schwerdtfeger	Done
Action: Recommend Approval	05/12/2006

After selecting the “Pencil” icon within a Package, the “Package Summary” page displays. This page lists the individual items within the package. The pencil icon (edit) can be selected to view the individual pages of each proposal or reports can be generated for each item within the package.

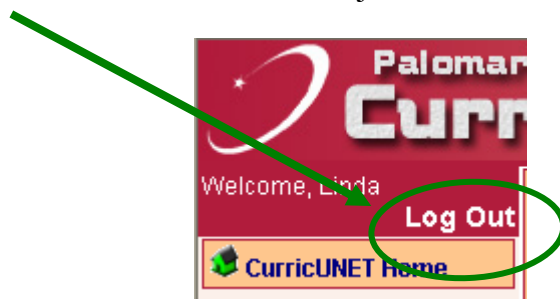
Package Summary	
Package Title	Web Security and E-commerce
Brief Description of Course Set and/or Program	The class CSIS 269 - Web Security and E-Commerce is an elective in the Web Server Administrator - UNIX program. I need to deactivate the class and the elective in the program.
Discipline	Computer Science and Information Systems (CSIS)
Type	Credit Course/Program Package
Originator	Stephen R. Perry

Programs	
 WRCE	Web Server Administrator - Emphasis in Linux Program Change
 WRCE	Web Server Administrator-Windows Program Change

Courses	
 	CSIS 269 Web Security and E-Commerce Credit Course Deactivation

Log Out

It is very important to **log out** of CurricUNET. Do not just close the window.



Be aware that CurricUNET will automatically log you out after 30 minutes of inactivity. If this happens, simply log in again if you wish to continue working in CurricUNET.