



Palomar College

CurricUNET

User Guide

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Instructional Services

Palomar Community College District
August 21, 2006

www.palomar.edu

DRAFT

Acknowledgements

Linda Balko
Diane Veach

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Introduction

CurricUNET is an Internet-based software application designed to automate and enhance the development and approval of curriculum. Faculty use simple menus and data entry to develop course and program proposals online. These data entry pages are supported by Help buttons and links to web sites.

An automated workflow process streamlines all curriculum approvals from beginning to end including but not limited to curriculum committee and administrators. An email notification system notifies appropriate authorities when curriculum is in queue for their approval. Databases of course outlines and programs and tables of recognized approval authorities are integral to the operation of the system. Articulation and transfer to other educational institutions is facilitated by inclusion of courses required as preparation for majors.


The system permits tracking of curriculum proposals and provides status reports on demand. It serves as a repository for archival course outlines, as well as current ones; status reports reveal when programs and courses were last revised, permitting improved curriculum management by the District.

What is CurricUNET

CurricUNET is intended to replace the various manually prepared forms and the review and approval processes that are carried out by college personnel and provide a curriculum management capability on the Web. This will allow for more accurate and expedient data entry, processing, review, and approval processes. The system becomes the warehouse and source for active, proposed and historical curriculum for both course and program information. It will also, eventually, contain the articulation information of other colleges and universities that have agreements with the college.

Listed below are a number of key features of CurricUNET:

- The system is fully web-based. All entry, review, reporting and approvals are done via Web pages that are accessible via the World Wide Web. Although data can be easily captured from and downloaded to a number of Office products (such as MS Word), the data is maintained exclusively in CurricUNET. Old cumbersome manual forms are eliminated.
- Data entry and processing is interactive. As web pages are submitted to the system, they are immediately processed and appropriate source information is updated. Error conditions are reported in real time.

- Data entry is table driven, that is; specific codes, selections and conditions are selected from lookup tables that are maintained in the system. This reduces the chance of error input. It also provides a ready list of options of the user.
- All data elements are kept in a state-of-the-art relational database. This allows for easy access and processing, especially in developing and processing reports. Databases eliminate redundant data and make for a higher level of accuracy.
- The system provides an intelligent access to the various Web pages, providing a sequenced navigation. Not only can a user select various Web pages in a random fashion, the user can follow a system control of the sequence of Web pages that provides the normal workflow steps of a given activity.
- The system provides on-line Help instructions. When a user needs help, an icon on the page  or by the specific field can be clicked and a pop up page with appropriate instructions are displayed. These instructions are developed and maintained by college personnel and can contain text, diagrams, example pages and hyperlink to other help sources such as reference manuals.
- All of the review and approval processes are done within specific approval window of time. That means that only approval actions for a specific function can only be accomplished in a specified window or span of time. When a previously defined approval step is accomplished, the next step's function must initiate approval within a set number of work days. This window is controlled by the system and can only be changed by the system's designated administrator.
- When various actions are taken through an approval workflow, automatic notifications are emailed to appropriate recipients. These messages are accumulated and then sent all in one email.
- The progress of course and program change proposals can be process tracked; that is, as a proposal proceeds through an established series of review and approval steps, the various steps that it has been through and the actions taken can be viewed on a web-based workflow diagram that shows all of the process steps.
- The system provides curriculum version control. As course and program change proposals are approved, they become active in the appropriate term year as approved and become history if replaced. All versions of the course or program are maintained: active, history, or pending approval. Even if a course number is changed for a given course, the ability to track history of the course is maintained.

- As data is input, field edits are performed. Not only do data fields have to comply with specific data requirements, other fields related to the input field may influence the type of error checking that is performed.
- The system maintains a transaction log. Specific fields are tracked and the date/time and user that made the change is maintained in the system. This tracking is used to alert the system of changes that were made after various approval steps are made and provide notification of the change.

This, by no means, is a complete list of the system's features, but it does illustrate the broad and robust capability of the system.

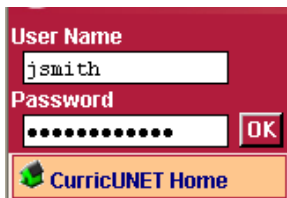
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Getting Started

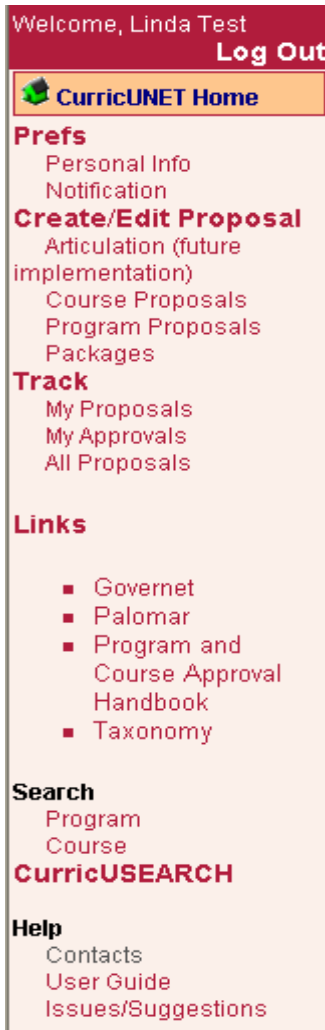
To create proposals or take actions in the approval process in CurricUNET you have to be a registered user and must have been given the appropriate authority to do so. To get a User Name and Password, please contact the Instructional Services Office at ext. 2256 or 2248. The User Name is all lower case and is comprised of the first initial of the first name and the complete last name. For example John Smith would have a User Name of jsmith.

If you have a User Name and Password but haven't logged in to CurricUNET before, go to <http://www.curricunet.com/Palomar/> which will bring up the Palomar College CurricUNET sign-on page.

Tips for Viewing: CurricUNET is best viewed using Internet Explorer 5.0 or higher. Make sure Cookies are enabled and Pop-up blockers are turned off for this web site.



Log In – Enter your User Name and Password and click [OK]



The various menu options are displayed in the left hand side of the page. Use them to navigate through CurricUNET to perform various functions as needed.



Log Out – It is very important to **log out** of CurricUNET rather than close the window by clicking on the “X” at the top right of the page (✕). Click on the words “Log Out” to log out of CurricUNET.

CurricUNET will “time out” as a security precaution after 60 minutes of inactivity. If this occurs, any data that has been entered but not saved will be lost.

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Basic Functions

- CurricUNET was developed to replace the manual preparation of forms and the review and approval processes of the college curriculum for both courses and programs. CurricUNET is a data warehouse and source for courses and program information, historical, active and proposed.
- It provides management capability on the Web to expedite data entry.
- CurricUNET allows for easy access in developing and processing reports needed by the District. Data entry and processing is interactive and based on real-time development.
- CurricUNET provides automatic notifications when various actions are taken through an approval workflow.
- The process of each curricular change is tracked and the user can check each step of the approval flow to see where his/her proposal is at any given time.

Choosing a Proposal Type

This section describes the different proposal types (actions) available.

It is important to select the appropriate action when choosing a course or program proposal type. This is important because different proposal types require different approval processes. In order to assure that the proposal goes through the correct approval process be sure to choose the appropriate proposal type.

Course Proposal Types

New Course (Credit and Noncredit)

This proposal type is for creating a new course that does not exist in the course catalog. All fields will be accessible for this course proposal. If creating a new discipline (subject) you will need to contact the Instructional Services Office to have the new discipline added to the system before creating the new course.

Course Change (Credit and Noncredit)

This proposal type is for changing a course. All pages and fields are accessible to change and/or update.

Course Review (Credit and Noncredit)

Use this proposal type when required to review a course. Palomar College's practice is to review courses at least every five years. Only certain fields can be changed during course review.

Course Deactivation (Credit and Noncredit)

This proposal type is used when deactivating a course from curriculum.

Course Reactivation (Credit and Noncredit)

This proposal type reactivates a course that was previously (considered a historical course) deactivated. A course reactivation undergoes the same approval process as a new course.

Program Proposal Types

New Program

This proposal type is for creating a brand new certificate/degree program. (If a new program discipline is created contact the Instructional Services Office to have the new discipline added to the system prior to creating the proposal.) All fields for a program will be available for entry.

Program Change

This proposal type is used to make changes to existing certificate/degree programs. All the fields for a program will be available for entry.

Program Deactivation

This proposal type is used to deactivate a certificate/degree program. If more than one program is to be deactivated, a separate proposal is required for each Program. Only fields required to deactivate a program will be accessible.

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The Three Steps of the Curriculum Approval Process

In CurricUNET, the Curriculum Approval Process has three phases: **Proposal Creation**, **Proposal Audit**, and **Proposal Approval Process**. The Proposal Approval Process has two stages within it, *pre-launch* and *launch*.


Note: Throughout this guide, the person who creates a proposal is identified as the 'originator.'

Step 1: Proposal Creation

Creating a proposal is the first phase of the Curriculum Approval Process. This is where you create a new course or program or create a proposal to modify a course or program already in CurricUNET. There are detailed instructions to walk you through this process in the user guide and help menus.

When every page of the proposal that is required to be addressed has been completed and marked as "Finished" and displays as Finished on the Course Checklist, the next step is to Audit the proposal.

Step 2: Proposal Audit

The Proposal Audit function is the final step after creating the proposal to ensure all required data fields have been completed. The Audit is done internally by the CurricUNET program when the originator clicks the Audit button . If the proposal passes the audit, the originator is instructed how to go to the approval part of the system to pre-launch the proposal. If the audit fails, error messages indicate to the originator what needs to be completed in order to pass the audit.

Step 3: Proposal Approval Process

The approval process has two stages: pre-launch and launch.

1st Stage: Pre-launch

The approval process begins once the originator pre-launches his/her proposal. Pre-launching sends the proposal to a group of people who review it to ensure all the information is accurate and fulfills the college's intent *before* it continues through approval process. In this step the originator is able to make any changes to the proposal requested by the group of people in the approval process. *Please note that the originator still has another step to take in the approval process after pre-launch.*

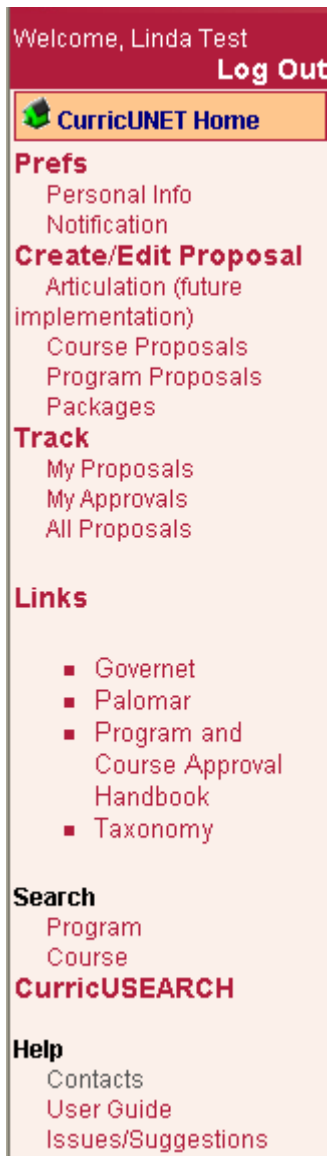
Once the people who review the proposal in pre-launch are satisfied with the proposal, the originator is instructed to launch the proposal.

2nd Stage: Launch

Once the originator launches the proposal, it is sent through the rest of the approval process and is signed off by the various people required by the proposal type. A proposal that has been launched cannot be modified by the originator, so it is important that all the input gathered in the pre-launch stage is incorporated as appropriate prior to launching the proposal. There are detailed instructions in the user guide and the Help to walk you through the approval process phase of the system. *Note: If the originator does not launch the proposal after a preset number of days, s/he will receive a reminder message to launch the proposal. If the proposal has not been launched after that time the proposal will be sent back to the originator to start the process over again. If the proposal is not launched, the proposal will never be approved.*

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Overview of Main Menu



Welcome, Linda Test
Log Out

CurricUNET Home

Prefs
Personal Info
Notification

Create/Edit Proposal
Articulation (future implementation)
Course Proposals
Program Proposals
Packages

Track
My Proposals
My Approvals
All Proposals

Links

- Government
- Palomar
- Program and Course Approval Handbook
- Taxonomy

Search
Program
Course

CurricUSEARCH

Help
Contacts
User Guide
Issues/Suggestions

CurricUNET Home

User is returned to the main page after selecting “CurricUNET Home” (one mouse click).

Preferences

Personal Info – Allows user to maintain personal contact information.

Notification – Allows user to view email notifications from CurricUNET.

Create/Edit Proposal

Articulation (future implementation) - Used by the Articulation Office

Course Proposals – Create New Courses or Update (Review, Change, Reactivate, or Deactivate) existing courses

Program Proposals – Create New Programs or update (Change or Deactivate) existing programs

Packages - Course and/or program proposals can be “packaged” together in the approval process.

Track

My Proposals – Lists all proposals you have created as an originator.

My Approvals – Lists all proposals which require you to take action.

All Proposals – Lists all proposals in the approval process.

Links

This is a list of links for additional information on other web sites.

Search

The search link allows one to search for programs or courses using various search criteria to generate a course outline or program of study report.

Help

Clicking on Issues/Suggestions will allow the user to submit questions or report errors to Governet for resolution. The submission may also be forwarded to the Palomar College CurricUNET software administrator(s).

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Courses

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Creating a New Course

Full-time faculty members are given permission to create and modify proposals in the discipline in which they teach.

Click on “Course Proposals” located below Create/Edit Proposal. The page should then display as follows:

Create/Edit Proposal
Articulation (future implementation)
Course Proposals
Program Proposals
Packages

The screenshot displays the Palomar's CurricUNET interface. At the top, the logo for Palomar's CurricUNET and Palomar College is visible. The user is logged in as Linda Test. The main content area is divided into three sections: 'My Courses', 'Co-Contributing Courses', and 'Legend'. The 'My Courses' section shows a message: 'You have no courses to edit.' The 'Co-Contributing Courses' section shows a message: 'You are not a co-contributor on any courses.' The 'Legend' section lists various reports and actions: Course Impact Report, Course Outline Report, Course Curriculum Report, Course Changes Report, Edit, Remove/Delete, and Syllabus. A 'Help' section at the bottom right indicates that there is currently no help available for this page, with a 'More' button.

Palomar's CurricUNET

Welcome, Linda Test
Log Out

CurricUNET Home
Create/Edit Proposal
Courses

Courses
Create New Course
Course Update

Links

- Government
- Palomar College Home Page
- Program and Course Approval Handbook
- Taxonomy

My Courses
You have no courses to edit.

Co-Contributing Courses
You are not a co-contributor on any courses.

Legend

- Course Impact Report
- Course Outline Report
- Course Curriculum Report
- Course Changes Report
- Edit
- Remove/Delete
- Syllabus

Help
There is currently no help available for this page.
More

To create a new course: Choose the “Create New Course” text link found in the left margin of the page. The center section of the page changes to the “Create New Course” shown below.

The screenshot shows the 'Create New Course' form with the following fields and values:

- Discipline***: ACCT
- Course Number***: (empty)
- Course Title***: (empty)
- Short Title (30 characters maximum)***: (empty)
- Course Desc (Scope of Course)***: (empty)
- Rationale**: (empty)
- Proposal Type**: Credit Course New

The legend on the right side of the form indicates that asterisks (*) indicate required fields. There is also a 'Help' section on the right that states: 'There is currently no help available for this page.' with a 'More' button.

Discipline

Click the “Discipline” drop down arrow and select the discipline for the proposed new course. Contact the Instructional Services Office (ext. 2256 or 2248) to add a new discipline to the list.

Course Number

Enter the “Course Number” of the proposed new course. For assistance, refer to the “Guidelines for Course Renumbering” document located on the Palomar College Curriculum web page at <http://www.palomar.edu/instruction>. You may also contact the Articulation Officer for assistance.

Course Title

Enter the full title of the course as it will be published in the college catalog. The course title should be entered using upper and lower case and should not exceed 30 characters. It should accurately reflect the course content.

Short Title

As long as the course title does not exceed 30 characters, the full title is to be entered as the short title. If it is necessary to give the course a title that exceeds 30 characters, an abbreviated short title of 30 characters or less must be entered into the short title field. Standard course titles and abbreviations can be found on the Curriculum web page.

Course Description

Enter the “Course Description (Scope of Course)” as it would appear in the college catalog. The course description is a brief paragraph which summarizes the content of

the course. Information such as units, hours, grading and open entry is entered in another area.

Rationale

Insert a concise explanation of why the new course is being created. This information is helpful to those in the approval process.

Proposal Type

Select whether this new course proposal is for a “credit” or “non-credit” course. Be careful in the selection as the fields and approval process for a credit course are different from those of a non-credit course.

When the Create New Course page is completed, click “OK” to save the information. The remaining pages can be completed immediately or as time permits.



The page shown below will display after clicking “OK”. The left side of the page reflects key information about the course proposal. The Course Construction Main Menu displays basic information. The Course checklist is in the right side of the page.

Course Checklist

The course checklist is a list of the pages related to the building process of course proposals and is a tool with which to track the completion progress of the proposal. Refer to the section on Course Checklist for more detailed information.

Co-Contributor

Co-Contributor(s) may be added to any proposals. Refer to the Co-Contributor section for more detailed information.

Welcome, Linda Test

[Log Out](#)

- [CurricUNET Home](#)
- [Create/Edit Proposal](#)
- [Courses](#)
- [Edit Course](#)

Edit Course



Course & Title:

ACCT, 50
Linda's test course

Originator:

Test, Linda

Proposal Type:

Credit Course New

Origination Date:

08/25/2005

CID 2147

Use the "Course Checklist" to the right to navigate through the course proposal entry screens. To save the information you have entered, click on [Save] on the bottom of each screen. Once all the information is included on a screen click [Finish] to indicate that the screen is completed.

Course Construction Main Menu

Course Number	50
Course Title	Linda's test course
Short Title	Linda's test course
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor ?

Course Checklist

Main

- Basic Course Information**
- Program Association**
- Requisites**
- Course Details**
- Methods of Instruction**
 - Distance Ed
 - Contact Types
- Objectives**
- Outline**
- Assignments**
- Methods of Assessment**
- Textbooks/Resources**
- Additional Resources**
- General Ed**

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Basic Course Information

Cross Listed Courses

Please note: adding an additional cross listing to an existing course is not the same as creating a new course. This is a change to an existing course. See procedures for Course changes.








If a new course is being added to the college catalog, and the new course will be cross listed, the Cross Listed Courses box should be checked "yes" on the Basic Course Information page.

Basic Course Information	
Page Last Saved on Monday, Sep 19, 2005 at 2:48 PM By Barbara Williams	
Discipline*	AODS <input type="button" value="v"/> <input type="button" value="?"/>
Course Number*	140 <input type="button" value="?"/>
Course Title *	Introduction to Psychological and Soci <input type="button" value="?"/>
Short Title (30 characters maximum) *	Intro to Psyc/Social Services <input type="button" value="?"/>
Course Desc (Scope of Course) *	Students will gain familiarity with community agencies and their functions and will learn specific techniques and communication skills useful for working in human services settings. The various <input type="button" value="S"/> <input type="button" value="?"/>
Cross Listed Courses	<input checked="" type="checkbox"/> Yes <input type="button" value="?"/> PSYC 140 SOC 140
Credit/Non Credit	Credit
Rationale	<input type="button" value="v"/> <input type="button" value="S"/> <input type="button" value="?"/>
Does the content of this course overlap with any established courses?	Yes: <input type="radio"/> NO: <input checked="" type="radio"/> <input type="button" value="?"/>

When the Cross Listed Courses box is selected the Cross Listed page becomes available on the Course Checklist.

Course Checklist	
Main	
<input type="checkbox"/>	Basic Course Information
<input type="checkbox"/>	Cross Listed

On the Proposed Cross Listed Courses page select the discipline and type in the Course Number of the cross listing(s). Contact Instructional Services if the Discipline is new and not yet available.

Proposed Cross Listed Courses	
 	PSYC 140
 	SOC 140
Discipline	-- Please Select--  
Course Number *	140 
<input type="button" value="Add"/>	
<input type="button" value="Finish"/>	

Course Changes

1. Under Create/Edit proposals, select Course Proposals, then select Course Update.
2. In the Course Search, select Active and select the Discipline. (The Course Number and Course Title are optional. They may be used to narrow the search criteria, but must be entered exactly as they appear in the system or no results will be produced.) Click OK.
3. A list of Active Courses will be produced.
4. Under Actions, select the Copy icon (looks like two documents) for the course to be changed.
6. Under Course Update, select the Proposal Type of Credit Course Change.
5. Provide a rationale or brief description of the course change.
6. Click on OK. This will produce a copy of the existing course, and changes may be made to the copy, which is now identified as a pending Credit Course Change.
7. After the pending Credit Course Change has completed the approval process, it will become the newly effective Active Course.

Cross Listed Courses







If a new cross listing is being added to an existing course, this is a change to the existing course. It is not a new course. A New Course proposal should not be created. Rather, the Cross Listed Courses box should be checked “yes” on the Basic Course Information page of the Course Change proposal.

Basic Course Information	
Page Last Saved on Monday, Sep 19, 2005 at 2:48 PM By Barbara Williams	
Discipline*	AODS <input style="float:right" type="button" value="?"/>
Course Number*	140 <input style="float:right" type="button" value="?"/>
Course Title*	Introduction to Psychological and Soci <input style="float:right" type="button" value="?"/>
Short Title (30 characters maximum)*	Intro to Psyc/Social Services <input style="float:right" type="button" value="?"/>
Course Desc (Scope of Course)*	Students will gain familiarity with community agencies and their functions and will learn specific techniques and communication skills useful for working in human services settings. The various <input style="float:right" type="button" value="S"/> <input style="float:right" type="button" value="?"/>
Cross Listed Courses	<input checked="" type="checkbox"/> Yes <input style="float:right" type="button" value="?"/> PSYC 140 SOC 140
Credit/Non Credit	Credit <input style="float:right" type="button" value="S"/> <input style="float:right" type="button" value="?"/>
Rationale	<input style="float:right" type="button" value="?"/> <input style="float:right" type="button" value="S"/>
Does the content of this course overlap with any established courses?	Yes: <input type="radio"/> NO: <input checked="" type="radio"/> <input style="float:right" type="button" value="?"/>

When the Cross Listed Courses box is selected the Cross Listed page becomes available on the Course Checklist.

Course Checklist
Main
<input type="checkbox"/> Basic Course Information
<input type="checkbox"/> Cross Listed

On the Proposed Cross Listed Courses page select the discipline and type in the Course Number of the cross listing(s). Contact Instructional Services if the Discipline is new and not yet available in Curricunet.

Proposed Cross Listed Courses	
 	PSYC 140
 	SOC 140
Discipline	-- Please Select-- 
Course Number *	140 
Add	
Finish	

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Course Deactivation

DRAFT

Course Review

DRAFT

Course Reactivation

DRAFT


Programs

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New Program

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Change Program

1. Under Create/Edit proposals, select Program Proposals.
2. Select Program Update
3. Under Program Search, select Active; select the discipline from the drop down list. This will bring up all the certificate/degree programs under the discipline selected.
4. Under Actions, Select the Copy icon ().
5. On the next page, for Program Proposal Type, select Program Change, and then Save. This will produce a copy of the existing program, and changes may be made to the copy, which is now identified as a Program Change.

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Deactivate Program

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Packages

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Conditions (Connectors)

Conditions are connectors (e.g. and, or, and/or) joining multiple items when printed in a list or series. In CurricUNET, conditions may be used with course requisites, with textbooks/resources, and with program requisites.

Conditions for Course Requisites

The first condition of each requisite type (Prerequisite, Corequisite, Recommended Preparation, or Limitation on Enrollment) is always blank. If there are multiple requisites, a condition must be added to the final requisite, and may be added to all requisites when there are more than two. In order to display a prerequisite of: Completion of MATH 100 *and* MATH 110, for example, enter the first prerequisite of MATH 100 without a condition, enter the second prerequisite of MATH 110 with the condition of *and*.

The conditions should be presented in a manner that makes the requisites clear to the reader. Often when there are several conditions, this takes careful evaluation to ensure the conditions and the punctuation are placed correctly. A Course Outline of Record report may be generated at any time during the course development stage to see how the requisites will be displayed. Modifications can be made until the format is satisfactory.

Following are examples of formats for various requisites in place at Palomar College.

Examples:

BIOL 161 Biotechnology Methods (4)

Prerequisite: MATH 50, BIOL 100 and CHEM 100, or MATH 50 and BIOL 102, or MATH 50 and BIOL 160, or MATH 50 and BIOL 200

CHDV 155 Advanced Supervision for Early Childhood Directors (3)

Recommended preparation: CHDV 100, 110, 115, 120, 145, and 185

JOUR 210 Advanced Newswriting and Reporting (3)

Prerequisite: JOUR 205

Corequisite: JOUR 110L

Co-Contributor

Add a Co-Contributor

To add a co-contributor: Click the *Add a Co-Contributor* text link on the Course Construction Main Page, select the co-contributor from the drop down list, click in the box next to each page the co-contributor will have rights to or use the *Check All* text link to select all pages, and click OK. This will return you to the Course Construction Main Menu. Additional co-contributors can be set up on the same proposal, if desired.


Edit or Drop a Co-Contributor

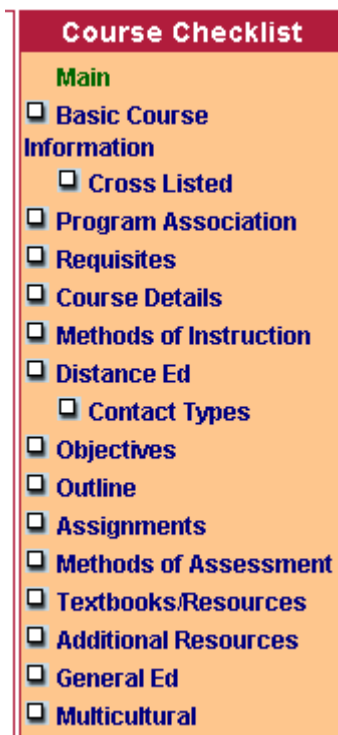
To edit a co-contributor: Click the *edit* text link that corresponds to the co-contributor, click the box next to each page you are selecting/deselecting or use the *Check All/Uncheck All* text links and click *Save*.

To drop a co-contributor, click the *edit* text link that corresponds to the co-contributor and click *Drop*.

Course Checklist

The Course Checklist is a tool which can be used to determine what pages in a proposal still remain to be completed.

In order to complete a course proposal all requested information must be entered for each page. As each page is completed a checkmark will appear next to it when the “Finish” icon  has been selected. Pages may be completed in any desired order. When all pages are marked as finished the proposal is complete and ready to be audited and pre-launched.



Course Checklist

- Main
- Basic Course Information
 - Cross Listed
 - Program Association
 - Requisites
 - Course Details
 - Methods of Instruction
 - Distance Ed
 - Contact Types
 - Objectives
 - Outline
 - Assignments
 - Methods of Assessment
 - Textbooks/Resources
 - Additional Resources
 - General Ed
 - Multicultural

Main – The basic course information which was entered using the Create Course page is reflected in the Main page. Co-contributors may be added and edited on this page.

Basic Course Information – Basic information about the course is entered or edited on this page.

Cross Listed – Identification of the other cross listed course(s) is required if the “Cross Listed” check box was selected on the Basic Course Information page.



Cross Listed Courses Yes

Program Association – The Program Association page is a tool for new courses. It helps the originator think through which Certificate of Achievement and/or AA Degree the new course will be added to, or if none, the originator will be alerted that the course may require Stand Alone Course approval by the CCC System Office.

When proposing a new course, the originator **must also** prepare a **Program Change Proposal** in order to add the new course to any existing Palomar College AA Degree, Certificate of Achievement, and/or Certificate of Proficiency.

Requisites – Course requisites are added and/or edited.

Course Details – Information such as units, hours and grade options may be entered and/or edited.

Methods of Instruction – Methods of Instruction will appear as a list on the course outline by simply checking the appropriate values. Information entered in the “Other Methods” textbox will also print to the course outline.

Distance Ed – This page is available only when the Distance Ed check box on the Course Details page has been selected as shown to the left.

Distance Ed, (Distance Education is not applicable for ROP courses)	<input checked="" type="checkbox"/> Distance Ed
	<input type="checkbox"/>

Check the box for the desired type of distance education.

Contact Types – This page is available only when the Distance Ed check box on the Course Details page has been selected. Enter and/or edit the distance education contact type and frequency information.

Objectives – Enter and/or edit the course objectives.

Outline - Enter and/or edit the course content in outline format.

Assignments – Course assignments such as reading, writing, and other assignments will be entered and/or edited on this page. Please note that Required Reading on the Assignments page is meant to reference assignments and should not be used in the same fashion as textbooks on the Textbooks/Resources page.

Methods of Assessment – This page defines the ways students will demonstrate that they have met the student learning outcomes. Each checked item will print on the course outline.

Textbooks/Resources – Textbook information is entered and/or edited on this page.

General Ed – Associate Degree General Education, Associate Degree Multicultural Requirement, American History and Institutions, Associate Degree Health Requirement, UC/CSU Transfer, CSU Transfer, CSU General Education, and IGETC (Intersegmental General Education Transfer Curriculum) are identified for a course on this page.

Multicultural – This page becomes available when the Associate Degree Multicultural Requirement is selected on the General Ed page.

Proposed For *	Associate Degree Multicultural Requireme <input type="button" value="v"/>
Categories	<input checked="" type="checkbox"/> Yes <input type="button" value="?"/>

MULTICULTURAL REQUIREMENT

Page Last Saved on Monday, Jun 6, 2005 at 2:14 PM

Refer to the Course Outline of Record (course objectives, content, readings, and assignments) when responding to the following:

Cultural Understanding

Explain how this course meets the multicultural requirement. Provide examples.



The course objectives, content, readings, and assignments include:

A significant amount of material on diverse cultures, including at least one of the following American subcultures (check all that apply):

- African-Americans
- Asian-Americans and/or Pacific Islanders
- Native Americans
- Latinas/Latinos

A significant amount of material on gender:

Yes

Material on the following (check all that apply):

- Socioeconomics Class
- Age
- Different Abilities
- Sexual Orientation

Save

Finish




Cancel

Program Checklist

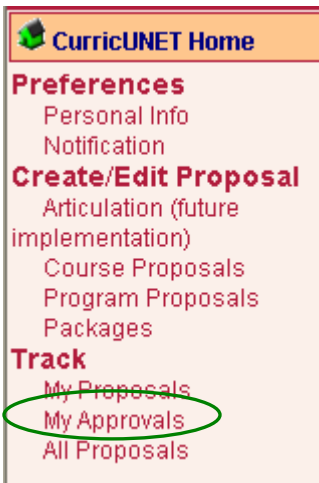
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Approval Process

Once all of the required pages for course and program proposals have been completed and finished (all pages will have a check mark and be in green font) the proposal is ready for pre-launch. Selecting the Audit button places the proposal in the Approval Process. (Do not select the Audit button on a proposal if it is intended to be included in a “Package”).

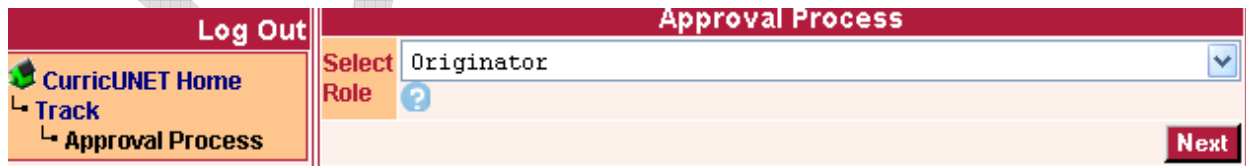
Run the following reports as a general rule to aid in evaluating the proposal prior to taking action: Course compare, Course Impact, Word Report ( ,  , ).

The Originator is the first to take action in the Approval Process which moves the proposal into pre-launch. To take action on a proposal, click on My Approvals located under TRACK found in the left margin of CurricUNET’s Home page.



The screenshot shows the CurricUNET Home navigation menu. The menu items are: CurricUNET Home, Preferences (Personal Info, Notification), Create/Edit Proposal (Articulation (future implementation), Course Proposals, Program Proposals, Packages), and Track (My Proposals, My Approvals, All Proposals). The 'My Approvals' item is circled in green.

Click the “Select Role” drop down menu on the “approval process” page and select the appropriate position for which to take action. Some users have multiple roles, such as originator, discipline content reviewer and department chair.



The screenshot shows the 'Approval Process' page. On the left is a navigation menu with 'Log Out', 'CurricUNET Home', 'Track', and 'Approval Process'. The main content area has a 'Select Role' dropdown menu with 'Originator' selected. A 'Next' button is located at the bottom right of the page.

Terminology














Classes

Courses

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Appendix I

Key to Icons

ICON	Name of Icon	Description
	Help	Brings up on-page help regarding the adjacent field.
	Required	Indicates information is required in this field.
	Arrow up	Moves selected item up in a list
	Arrow down	Moves selected item down in a list
	Edit	Clicking the pencil icon allows access to each page of a proposal and also provides access to edit the adjacent entry.
	Calendar Grid	Click to bring up calendar
	Spell Check	Click to bring up CurricUNET's spell check. Suggestions for unrecognized word will display.
	Audit	The CurricUNET Program will internally audit the course to make sure it is complete. If the proposal is complete you will be directed to click on 'My Approvals'.
	New Course Comprehensive Report	Includes all information for a new course found in a course outline report as well as additional information not found in a course outline of record.
	Comprehensive Comparison Report	Shows changes made to courses including information not found in a course outline report
	Course or Program Comparison Report	Compares course or program proposal changes to the active course.
	Course Outline Report	Generates a course outline.
	Course Impact Report	Generates a report reflecting all areas (courses and programs) in which the course is used.

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