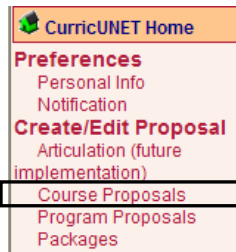
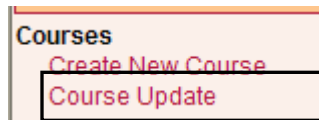


COURSE OUTLINE REVIEW PROCESS IN CURRICUNET – SPRING 2009

- Log On to CurriCUNET
- Click on **Course Proposals**



- Click on **Course Update**
- Select **Active**, Select **Discipline**, and (optional) **Type in Course number**, then click OK



Course Search	
Status	<input checked="" type="radio"/> Active <input type="radio"/> Historical ?
Discipline	HIST - History ?
Course Number	101 ?
Course Title	<input type="text"/> ? <input type="checkbox"/> include long title search
OK	

- Click on the **Copy Icon** located on the Course Search Results page

Course Search Results	
Actions	Discipline Course Number Title
	HIST 101 History of the United States Through Reconstruction *Active* **Credit Course New** William B. Jahnel

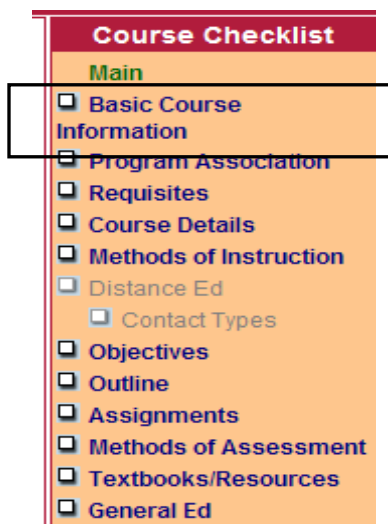
- Select **Credit Course Review** (or Non Credit Course Review) from the Proposal Type list (click on the arrow to the right of the Proposal Type):

Course Update	
Course	HIST 101 History of the United States Through Reconstruction *Active* **Credit Course New** William B. Jahnel
Proposal Type	--Please select-- ?
Next Cancel	

- Type in a rationale, such as: This course is due for review, or I wish to update textbooks, and so forth; then click on OK.

Course Update	
Course	COUN 110 College Success Skills *Active* **Credit Course New** Theresa Hogan Egltan
Proposal Type	Credit Course Review
Rationale	<input style="width: 100%;" type="text"/>
OK Cancel	

- Click on the **Basic Course Information** page located on the right under Course Checklist:



- Type in 2009 for the **Proposed Start** year. Reviews being done during Spring 2008 will have a Proposed Start date of 2008 Fall.

The image shows a form titled 'Proposal Information'. It has two input fields: 'Proposed Start * Year:' with the value '2009' and 'Semester:' with a dropdown menu set to 'Fall'. There is a question mark icon next to the semester dropdown.

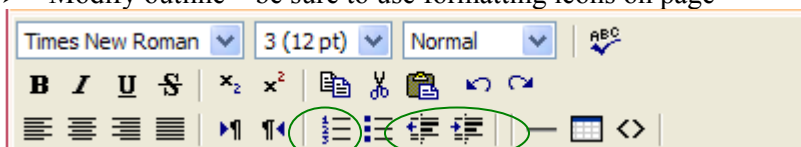
- Only the items in the following list can be modified in the Course Review process:

Contact Types under Distance Ed
 Objectives
 Student Learning Outcomes (SLOs)
 Outline
 Assignments
 Methods of Assessment
 Textbooks/Resources

Changes to other pages must be proposed through a Course Change Proposal. During the time you are reviewing the course, if you should notice additional course changes you wish to make, you will need to submit a Course Change Proposal which will go to the Curriculum Committee and Faculty Senate in Fall 2008 with a proposed start date of Fall **2009**.

- Yes you may:

- Add/modify/delete objectives
- Add/modify/delete Student Learning Outcomes
- Modify outline – be sure to use formatting icons on page



- Modify assignments
- Modify methods of assessment.
- Textbooks/Resources page can be modified. All information placed on the fields on this page will print on the Course Outline of Record under Textbooks/Resources.

- The following Pages must all be marked as Finished as shown below in order to Audit and Pre-Launch the proposal. 1) Basic Course Information 2) Objectives 3) Outline 4) Assignments 5) Methods of Assessment 6) Textbook/Resources

Course Checklist	
Main	
<input checked="" type="checkbox"/>	Basic Course Information
<input type="checkbox"/>	Program Association
<input type="checkbox"/>	Requisites
<input type="checkbox"/>	Course Details
<input type="checkbox"/>	Methods of Instruction
<input type="checkbox"/>	Distance Ed
<input type="checkbox"/>	Contact Types
<input checked="" type="checkbox"/>	Objectives
<input checked="" type="checkbox"/>	Outline
<input checked="" type="checkbox"/>	Assignments
<input checked="" type="checkbox"/>	Methods of Assessment
<input checked="" type="checkbox"/>	Textbooks/Resources
<input type="checkbox"/>	General Ed

- Once the pages are marked as Finished, click on the red Audit button.

You may **AUDIT** your course now.

Audit




- Next, follow the directions to **Pre-Launch** the proposal.

Your proposal is complete and the audit was successful.
 Now follow the link to "My Approvals", select "Originator" role, and approve the first step of the approval.
 Approving the first step, will notify the next positions/steps.

[My Approvals](#)

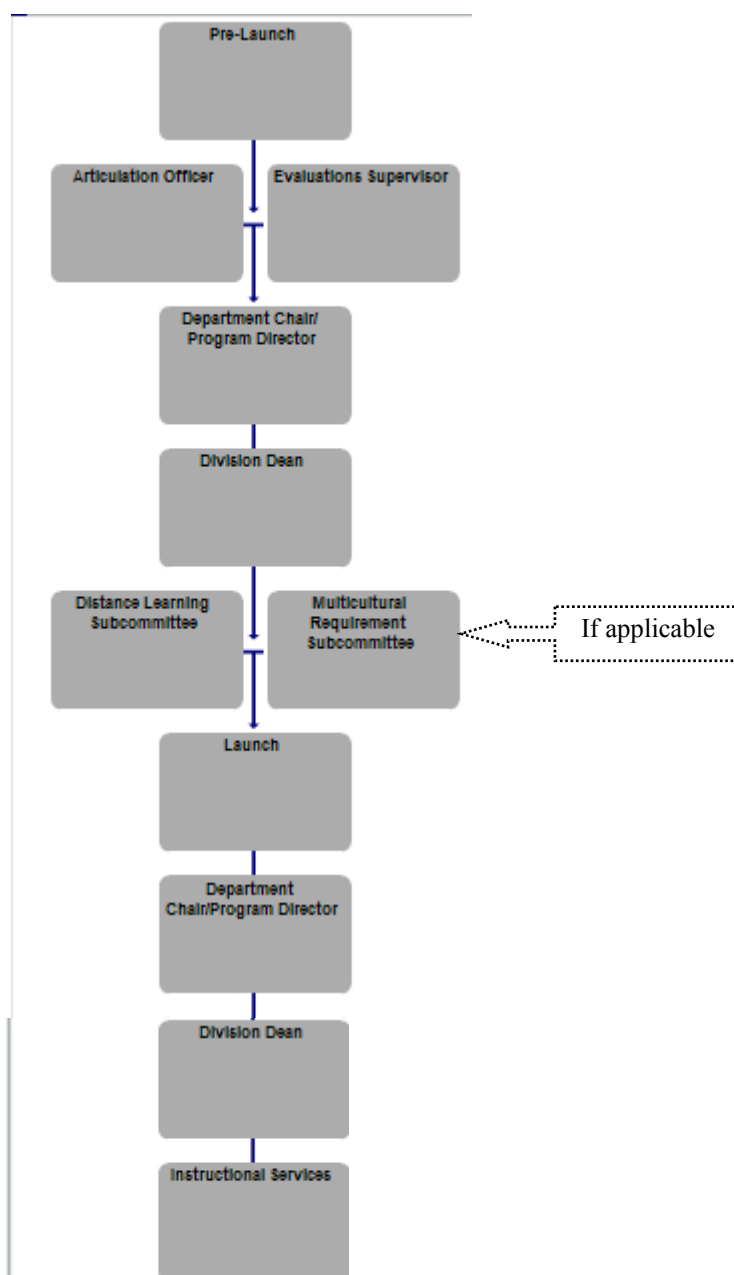
CROSS LISTED COURSES

When courses are cross listed, only one of the courses is designated as the "can copy" course. In the example of PSYC/SOC 105, you would have to select PSYC 105 in order to create the copy for a Course Outline Review (or a Course Change) proposal. The Copy icon is not present on SOC 105.

Course Search Results		Course Search Results	
Actions	Discipline Course Number Title	Actions	Discipline Course Number Title
WR 	SOC 105 Marriage, Family and Intimate Relationships *Active* **Credit Course New** Palomar Palomar	WR  	PSYC 105 Marriage, Family and Intimate Relationships *Active* **Credit Course New** Palomar Palomar

COURSE OUTLINE REVIEW APPROVAL PROCESS

Following is a visual of the approval process for course reviews:



Questions? Please contact:

Monika Brannick (mbrannick@palomar.edu) or
Cheryl DeLoatch (cdeLoatch@palomar.edu) ext. 2256