



Upgrade for CurriUNET v.2 to CurriQūnet META

Beginning approximately Tuesday August 14, Palomar College will be launching an update to its current curriculum management system. The updated version for CurriUNET v.2 is CurriQūnet META.

We believe that META will be an easier, more intuitive system. However, you will notice an immediate visual difference. We ask for your patience during this transition.

Links to the new META system will be updated throughout our curriculum and college websites. There will be trainings scheduled in the near future for all META users as well as a number of reference guides.

To get you started with META, the following FAQ's and screen shots address the basics.

META Overview

1. How do I access META?

META will be a part of Palomar's single sign on (SSO). Once you login in to your [Palomar Portal \(SSO or <https://idmpg.palomar.edu/>\)](#), you will see a link to META.

2. How do I log in to META?

You will utilize the log-in and password for your SSO. You will no longer need to use the separate Curricunet password. Your Curricunet v.2 password will not log you in.

3. Which courses will I have access to originate?

Your account permissions will be migrated to META. Origination rights will remain. However, if you are unable to originate courses in a previously accessible discipline, please let us know. New origination rights should be submitted with your Department Chair/Director's permission to ckearse@palomar.edu.

4. What will my approver rights be?

Approver rights, like origination rights, will be migrated to META. If you are unable to approve courses as expected please contact us at ckearse@palomar.edu.

5. Will the META system perform the same tasks as CurriUNET v.2.?

The META system will continue to manage and maintain Palomar's official curriculum approvals and Active/Historical Course Outlines of Record. We expect more administrative functionality as we move forward, however, some reporting mechanisms will change. We expect very little change to end user functionality.

6. What reports will I be able to view in META?

Some of the same reports available in v.2. will be available in META. Reports such as the Course Outline, Course Comparison, Course Impact, Program Outline and Program Compare will still be available in META as they were in V.2.

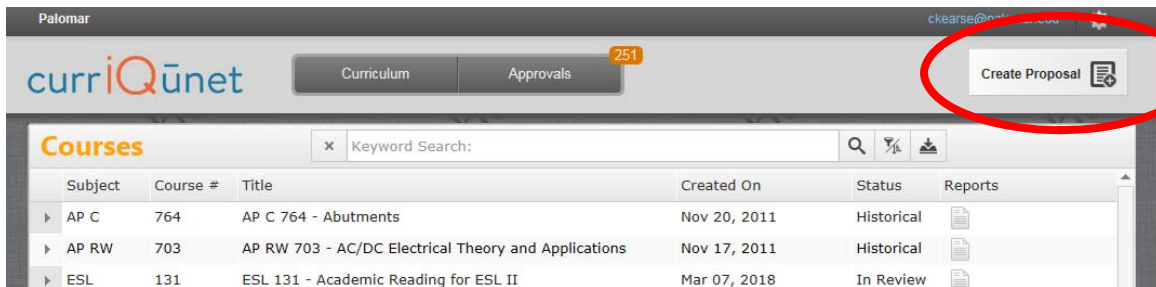
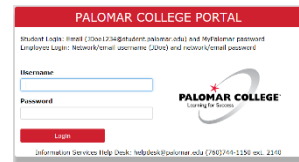
7. Will Student Learning Outcomes (SLOs) be included in META?

All SLOs will be printed on the official Course Outline of Record. Therefore, course and program outcomes must be entered into META. Assessment methods and assessment results will continue to reside in Tracdat.

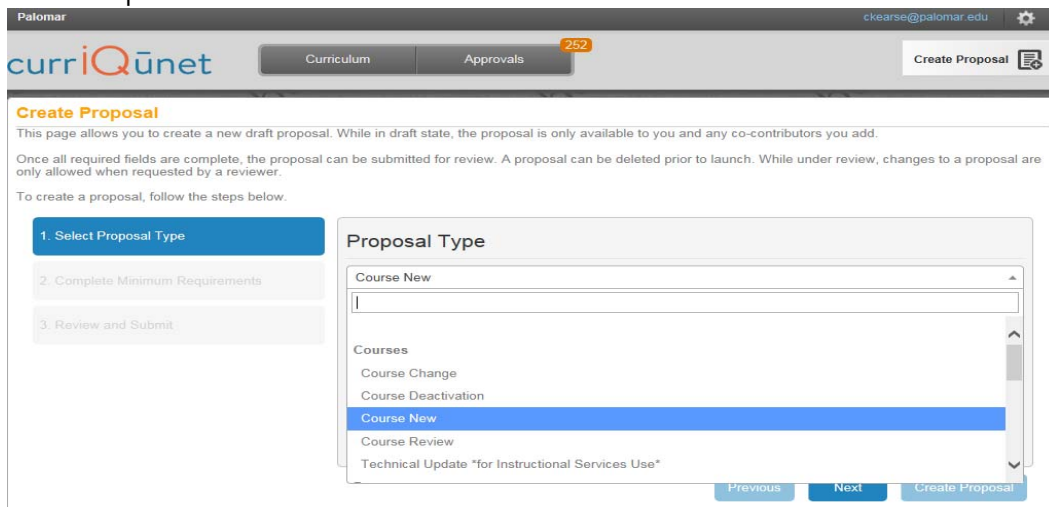


Creating a New Course or Program Proposal

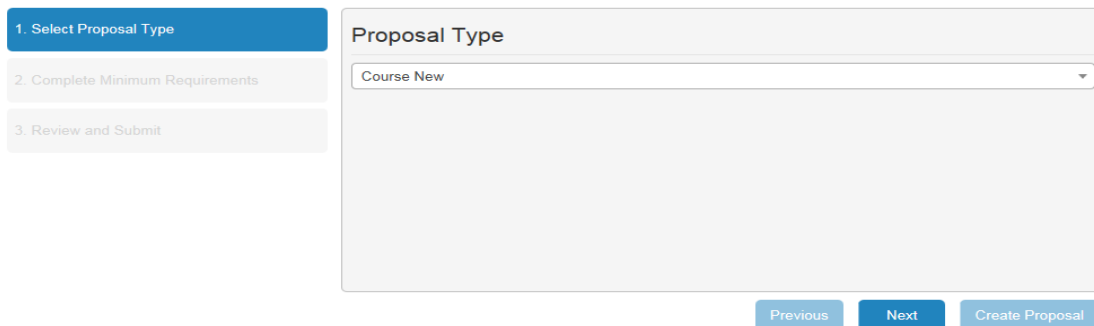
1. Log in to META through your [Palomar Portal](https://idmpg.palomar.edu/) (Single Sign-On or <https://idmpg.palomar.edu/>).
2. In the upper right hand corner of the page, click on "Create Proposal."



3. Select the desired Proposal Type from the dropdown. Course and Program types are on the same dropdown



4. Click "Next."



5. You will be asked to enter minimum course information for the course or program. Then, click "Next."

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Minimum Requirements

Fill out all of the fields below.

Subject*
(ACCT) Accounting

Course Number*
999

Course Title*
Introduction to Accounting

Catalog Description*
This course introduces the basic terms and foundational information of Accounting.

Previous Next Create Proposal

6. Check the proposed information for accuracy and click "Create Proposal." You are on your way!

Create Proposal

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To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

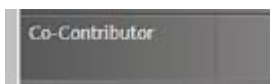
Course New

Subject: (ACCT) Accounting
Course Title: Introduction to Accounting
Catalog Description: This course introduces the basic terms and foundational information of Accounting.
Course Number: 999

If this is correct press Create Proposal.

Previous Next Create Proposal

7. Click the co-contributor page to add users you would like to assist you with building your proposal.



- Complete each page of the course checklist. The required fields of each page are highlighted in orange.

Course New: ACCT 999 - Introduction to Accounting
 Status: Draft Remaining Launch Requirements: 39 Launch Delete Draft

Main 4/15

Last updated by Cheryl Kearse on 8/8/2018 at 6:58 PM

Discipline * ACCT - Accounting (ACCT)

Course Number * 999

Course Title * Introduction to Accounting

Short Title *

Proposed Start Year *

Semester *

Course Description (Scope of Course) *

This course introduces the basic terms and foundational information of Accounting.

This is a Topics Course

Proposal Justification *

Codes

CB03 TOP Code *

CB04 Course Credit Status *

Main	4/15
Cross Listed	0/1
Requisites	
Requisite Validation	0/1
Program Association	0/1
Hours/Scheduling Criteria	0/5
Repeatability	0/1
Methods of Instruction	0/1
Distance Ed	
SLO	0/3
Objectives	0/1
Content/Body of Knowledge	0/1
Assignments	0/4
Methods of Assessment	0/1
Textbooks/Resources	
Transfer/General Ed	0/1
Multicultural	

- The number of requirements for each page are indicated in the orange boxes beside each page.

Main 4/15

Cross Listed 0/1

- As the required fields are completed, the number is updated.

Main 7/15

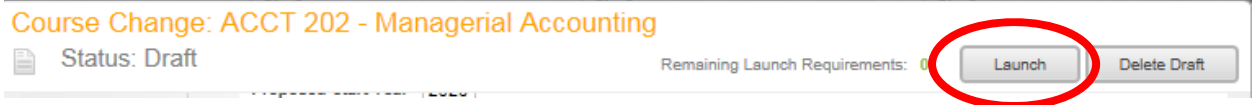
Cross Listed 0/1

- Once all required fields for the page are completed, the numbers will match and the box will turn green.

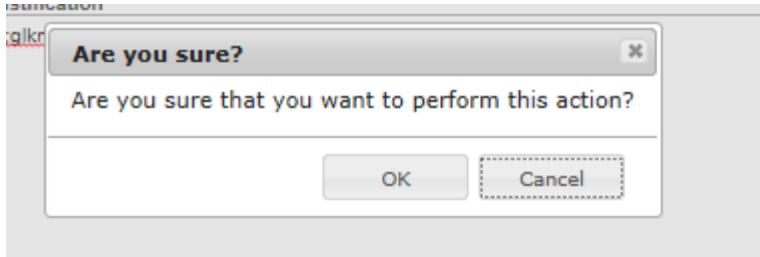
Main 15/15

Cross Listed 0/1

- Once all required pages are finished (required fields completed), the Launch button in the upper right hand corner of the page will become active. Click it to launch your proposal.



- Select "OK" in the confirmation box.



- You will see the action status (Launch) of your proposal as well as all pending approvers.

Proposal Launched

Proposal Type: Course Change

Proposal Title: Managerial Accounting

To return to the Course list select from the Curriculum menu above.

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Discipline Content Reviewer	Required	No users assigned		
	Articulation Officer	Required	Benjamin Mudgett	Pending	
	Multicultural Requirement Subcommittee	Required	Carla B. Thomson	Pending	
	Technical Review	Required	Cheryl Kearse	Pending	
	Distance Learning Subcommittee	Required	Gary Sosa	Pending	
	Distance Learning Subcommittee	Required	Gene Gushansky	Pending	
	Multicultural Requirement Subcommittee	Required	James D. Eighmey	Pending	
	Div Dean	Required	Justin Smiley	Pending	
	Dept Chair/Program Director	Required	L. Jackie Martin	Pending	
	Multicultural Requirement Subcommittee	Required	Lillian S. Payn	Pending	
	Multicultural Requirement Subcommittee	Required	Marlene Forney	Pending	
	Requisite Subcommittee	Required	Marlene Forney	Pending	
	Requisite Subcommittee	Required	Patriola A. Dixon	Pending	
	Distance Learning Subcommittee	Required	Sara Ferdinando	Pending	
08/06/2018 07:33 PM	Originator	Required	Cheryl Kearse	Launch	Launch