

# Palomar College

## Curriculum

### META



#### CURRICULUM COMMITTEE CO-CHAIRS

- ◆ Wendy Nelson, Faculty ext. 2451
- ◆ Jack Kahn VP, Instruction ext. 2246

#### PALOMAR CURRICULUM COMMITTEE HOMEPAGE

- ◆ <https://www2.palomar.edu/pages/curriculum/>

#### CURRICULUM COMMITTEE MEETINGS

- ◆ Every 1st and 3rd Wednesday, monthly, 3-5 pm, Room AA-140

#### CURRICULUM COMMITTEE SUPPORT

- ◆ Cheryl Kearse, ext. 2256, [ckearse@palomar.edu](mailto:ckearse@palomar.edu)

#### GETTING TO META

- ◆ Log-in to Palomar Portal (Single Sign-On)
- ◆ Select META Application



#### OR

- ◆ Click META link on Curriculum page (<https://www2.palomar.edu/pages/curriculum/>)
- ◆ Log-in to Palomar Portal ([SSO](#))
- ◆ Select META Application

Don't forget to log-out of META first, and then your Palomar Portal

#### META HELPDESK

- ◆ Cheryl Kearse, ext. 2256
- ◆ META Resource Page (<https://www2.palomar.edu/pages/curriculum/meta/>)

Subject	Course #	Title	Created On	Status	Reports
GCIP	150	GCIP 150 - 3D Product Development and Marketing	Sep 10, 2014	Active	
DT	180	DT 180 - 3D Studio Max - Introduction to 3D Modeling and Animation	Sep 29, 2012		Course Outline
DT	182	DT 182 - 3D Studio Max-Advanced 3D Modeling and Animation	Sep 29, 2012		Course Outline Impact
AIS	115	AIS 115 - A History of Southwest Indians	Dec 05, 2013		All Fields

- ◆ META contains all official Palomar College Course Outlines of Record
- ◆ Course Outlines of Record are accessible without a Palomar College META user account and password
- ◆ Only Full-Time Faculty may originate curriculum proposals
- ◆ All Curriculum is created, edited and approved within the META Database

#### META Reports

- ◆ Course Outline—Official COR for the course
- ◆ Course Impact—Shows which programs/courses a course impacts
- ◆ Comparison—Highlights changes made to the course or program,
- ◆ All Fields—Shows all COR fields plus additional course information such as DE, codes, validations, etc.
- ◆ Program—Courses in a program (A.A., A.S., A.A.-T, A.S.-T, Cert.)

#### A Course Change allows you to change:

- ◆ Catalog Course Descriptions
- ◆ Components and Hours
- ◆ Unit Value
- ◆ Course Numbers and Titles
- ◆ Course Discipline
- ◆ Requisites (add, delete or edit)
- ◆ Textbooks (at least one no older than 2010)
- ◆ Course Content
- ◆ Distance Education (add, edit, delete)
- ◆ Cross-Listings

#### A Course Review allows you to change (no effects to catalog/student records):

- ◆ Course Content
- ◆ Course Objectives
- ◆ Requisite Validation
- ◆ Add or Remove Distance Education
- ◆ Assignments
- ◆ Methods of Instruction/Assessment
- ◆ Textbooks/Resources (at least one no older than 5 years)

#### To Create a Course/Program Curriculum Proposal in META (New, Review, Change, Review/Add DE, Deactivation, Reactivation, etc.):

Log in → “Create Proposal” → “Select Proposal Type from Dropdown” → Next → Enter Minimum Course/Program Requirements (Subject, Number, Title, Description) → Next → Create Proposal → Complete Pages → Launch

#### To Take Action on a Proposal in META:

Log in → “Approvals” → Click Course → Use “Course/Program Proposal” or “Reports” to Evaluate → Select “Action” from the dropdown → Select Date → Enter Comments (optional) → Click “Commit”

#### To Review Comments or Determine the Status of a Proposal in Curricunet:

Log in → “Approvals” → Click Course → All Actions/Approvers/Comments appear below (most recent actions appear at the top of the list)