Palomar College
Curriculum
META

- ♦ 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 and student records:

- ♦ 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 5 yrs.)
- ♦ Course Content
- ♦ Distance Education (add, edit, delete)
- ♦ Cross-Listings
- ♦ Any other course content

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

- ♦ Course Content
- ♦ Course Objectives
- ♦ Student Learning Outcomes (SLOs)
- ♦ 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 Curriqunet:

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

PALOMAR COLLEGE®
Learning for Success

PALOMAR CURRICULUM COMMITTEE HOMEPAGE

- ♦ https://www2.palomar.edu/pages/curriculum/

CURRICULUM COMMITTEE MEETINGS

- ♦ Every 1st and 3rd Wednesday, monthly, 3-5 pm, TBA

CURRICULUM COMMITTEE SUPPORT

- ♦ Cheryl Kearse, ext. 2256, 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
- ♦ ckearse@palomar.edu
- ♦ META Resource Page (https://www2.palomar.edu/pages/curriculum/meta/)