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SJCC CurricUNET User Manual

Building the Worldwide Curriculum Network

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Log In

Website: sjcc.curricunet.com

Email: yourname@sjcc.edu

Password: your password (will be ChangeMe44 until you change it)

Enter your email and password credentials as shown below, and then click the green “Login” button.

The image shows a login interface for CurricUNET. At the top left is a logo consisting of a stylized 'C' made of colorful dots. To its right is the text 'CurricUNET' in a sans-serif font, with 'Curric' in grey and 'UNET' in blue. Below the logo and text are two input fields. The first is labeled 'Email' and contains the text 'admin@sjcc.edu'. The second is labeled 'Password' and contains five dots. Below the password field is a link that says 'Forgot your password?'. At the bottom left is a checkbox labeled 'Remember me?'. To the right of the checkbox is a green button with the word 'Login' in white. Below the 'Login' button is a link that says 'SSO'.

Viewing Courses & Programs

Courses

After logging in, you will arrive at the “Courses” page. The default is “My Courses”. In “My Courses” you are able to view and search the courses that you are currently working on, courses you have started, and course for which you are a co-contributor.

San Jose City College support@governet.net

Curriculum Approvals Create Proposal Search WorldWide

Courses ☐ My Courses ☐ My Institution Subject: All Draft, In Review Title / Course # Search

Subject	Course #	Title	Status	Created On	Reports
ACCTG	020	ACCTG-020 - Financial Accounting	Draft	12/31/2014	
AJ	098	AJ-098 - Directed Study in Administration of Justice	Draft	1/23/2015	

To view all courses at SJCC, select “My Institution”.

Courses ☐ My Courses ☒ My Institution Subject: All Draft, In Review Title / Course # Search

last refresh: 02/05/2015 14:05:02

Subject	Course #	Title	Status	Created On	Reports
ACCTG	020	ACCTG-020 - Financial Accounting	Draft	12/31/2014	
AJ	098	AJ-098 - Directed Study in Administration of Justice	Draft	1/23/2015	

To search within courses, either on the “My Courses” or “My Institution” pages, use the dropdown menus to select the course Subject(s) and Status(es). You may also enter the course number or title keywords in the search bar. After you make your selections, click “Search”. You will need to manually close the dropdown menus once your search is complete.

Courses ☐ My Courses ☒ My Institution Subject: All Status: All Title / Course # Search

last refresh: 02/05/2015 14:05:02

Subject	Course #	Title	Status	Created On	Reports
ACCTG	020	ACCTG-020 - Financial Accounting	Draft	12/31/2014	
AJ	098	AJ-098 - Directed Study in Administration of Justice	Draft	1/23/2015	

You can also sort courses by clicking on the column headings. For each course, you can view reports, by clicking on the page icon in the “Reports” column.

Courses					
<input type="radio"/> My Courses <input checked="" type="radio"/> My Institution		Subject: All ▼	Status: All ▼	Title / Course #	<input type="button" value="Search"/>
last refresh: 02/05/2015 14:05:02					
Subject	Course #	Title	Status ▼	Created On	Reports
ACCTG	020	ACCTG-020 - Financial Accounting	Draft	12/31/2014	
AJ	098	AJ-098 - Directed Study in Administration of Justice	Draft	1/23/2015	

A dropdown menu will open, allowing you to select from “Course Outline”, “Comparison”(when available), “Impact”, and “All Fields” reports. Each report will open in a new tab within your internet browser.

Courses					
<input type="radio"/> My Courses <input checked="" type="radio"/> My Institution		Subject: All ▼	Status: All ▼	Title / Course #	<input type="button" value="Search"/>
last refresh: 02/05/2015 14:05:02					
Subject	Course #	Title	Status ▼	Created On	Reports
ACCTG	020	ACCTG-020 - Financial Accounting	Draft	12/31/2014	<div> <ul style="list-style-type: none"> Course Outline Comparison Impact All Fields </div>
AJ	098	AJ-098 - Directed Study in Administration of Justice	Draft	1/23/2015	

The “Course Outline” report produces a course outline.

San Jose City College Course Outline of Record		Board Approval Date
		Revision Date 11/13/2012
		Effective Term: , 1984
1. Course Discipline and Number: ACCTG 020 2. Course Title: Financial Accounting 3. Units: 5.00 4. Catalog Description:		
This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool.		
5. Instruction Methodology: Des, 2 Way Inter Video and Audio, Dist EdOnline/Internet, Lecture And/Or Discussion		
6. Lecture Hours: 5.00		
Lab Hours: 0.00		
Total Contact Hours: 90.00		
7. Grading: Letter Grade Only		
8. Repeatability:		
9. Transfer Status: Transfer to UC, CSU		
10. Learning Outcomes:		
1. Recognize and record financial transactions through the accounting cycle following Generally Accepted Accounting Principles, Assumptions, and Constraints of underlying financial accounting theory.		
2. Prepare, analyze, and interpret the four basic financial statements to communicate financial information to others.		
3. Determine, evaluate, and interpret income, cost of goods sold, inventories, depreciation, receivables, and liabilities.		
4. Identify the ethical implications inherent in financial reporting and apply internal control principles to protect a company's resources and maintain the accuracy of the financial records.		
11. Course Content		

The “Comparison” report shows all fields in the proposal, with differences between this course and any previous versions of this course highlighted and the items changed with a strike through.

All Fields Comparison Report - Course	
Main	
Course Discipline	ACCTG
Course Number	020
Course Title	Financial Accounting
Short Title	Financial Accounting
Course Type	
C-ID	
Recommended for C-ID	
Which course descriptor are you requesting	
Hyperlink	
Justification	
Catalog Description	
This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool.	

The “Impact” report shows interactions between this course and programs or other courses across the institution.

ACCTG-020 - Financial Accounting **Modify Course** San Jose City College
Course Requisites
1. ACCTG 021 *Active* 2. ACCTG 030 *Active*
Cross Listed Courses
Programs
1. New Program-Associate in Arts *Active* Business Administration 2. New Program-Associate in Arts for Transfer *Active* Economics 3. New Program-Associate in Science *Active* Accounting 4. New Program-Associate in Science *Active* Business - Entrepreneurship 5. New Program-Associate in Science *Active* Business - Marketing 6. New Program-Associate in Science *Active* Business -Management 7. New Program-Associate in Science *Active* Computer Applications 8. New Program-Associate in Science *Active* Real Estate

The “All Fields” report shows all the fields that are on the course forms.

<i>All Fields Report - Course</i>	
Main	
Course Discipline	ACCTG
Course Number	020
Course Title	Financial Accounting
Short Title	Financial Accounting
Course Type	
C-ID	
Recommended for C-ID	
Which course descriptor are you requesting	
Hyperlink	
Justification	
Catalog Description This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool.	
Short Schedule Description Introductory financial accounting for business, information systems, and accounting.	

To view a course, click on the course itself. This will bring you to the Course Proposal. On the Course Proposal page, you can move between sections of the proposal by using the dark gray tabs on the left of the page. If you have the authority to make changes to the proposal, you can do so here. For more information about the function of these tabs, see the “New Course Proposal” section of this guide.

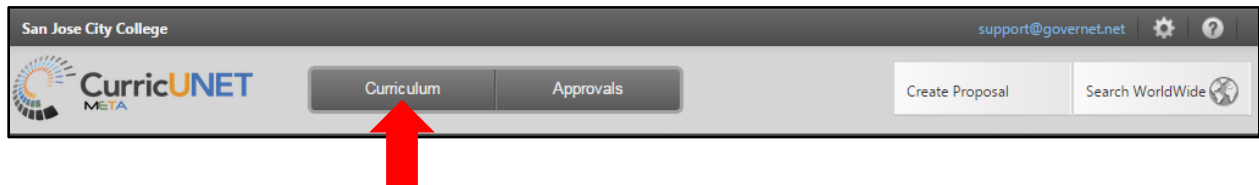
Modify Course: ACCTG-020 - Financial Accounting

Status: Draft Remaining Launch Requirements: 2 Launch Delete Draft

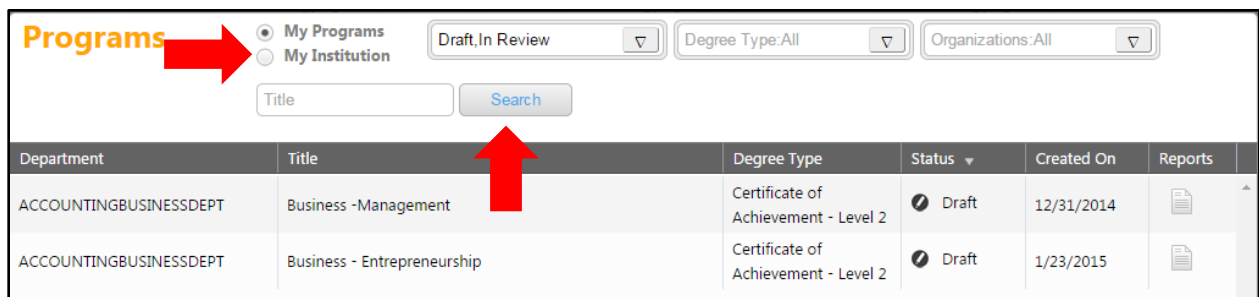
Main	5/6	Main
Units/Hours/Content	1/1	Course Discipline * ACCTG - Accounting
Student Learning Outcomes		Course Number * 020
Textbook		Course Title * Financial Accounting
		Short Title * Financial Accounting
Library Resources (other than textbooks)	0/1	Course Type
Homework		C-ID
Advisory/Recommended Prep		<input type="checkbox"/> Recommended for C-ID
Requisites		Which course descriptor are you requesting
Method of Instruction		Course Identification Numbering System website
Grading		Justification *
Material Fees		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f5f5f5; padding: 2px;"> B I U abe (inherited font) (inherited size) A B C D </div> <div style="padding: 5px;"> Select block type ↺ ↻ ↵ ABC HTML </div> <div style="height: 100px; margin-top: 5px;"></div> </div>
Course and Program Status		Catalog Description *
Course and Program Status - Transfer Info		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f5f5f5; padding: 2px;"> B I U abe (inherited font) (inherited size) A B C D </div> <div style="padding: 5px;"> Select block type ↺ ↻ ↵ ABC HTML </div> <div style="padding: 5px;"> This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool. </div> </div>
General Education Status		
Distance Education		
Codes/Dates		

Programs

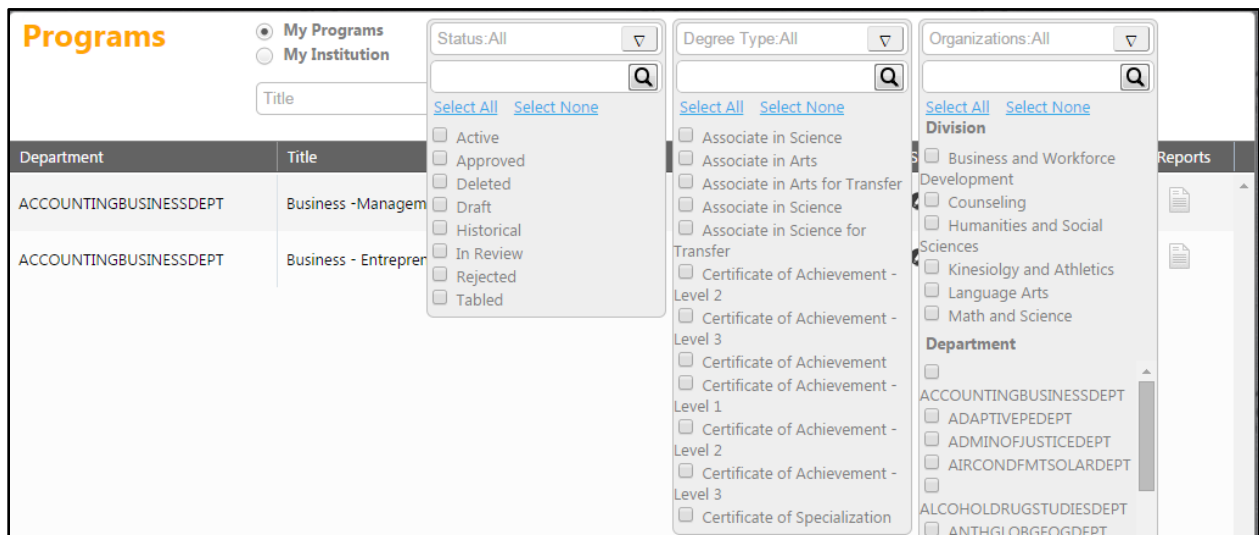
To view programs, select the “Curriculum” button at the top of the page, then select “Program” from the dropdown menu.



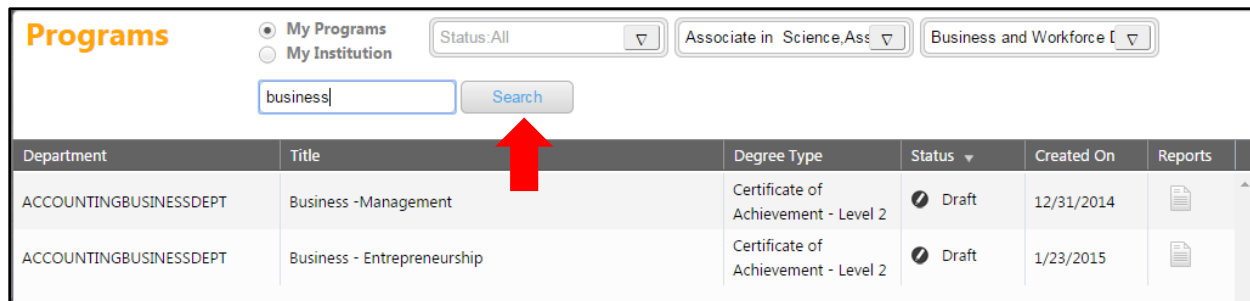
You will arrive at the “My Programs” page, where you can view any programs you have ownership of. To view all programs, select “My Institution” and “Search”.



To search within programs, use the drop down menus to select the category(s) you would like to view. You will have to scroll down to view all departments.



Manually close the dropdown menus by clicking the down arrow, enter any additional title keywords into the “Title” field, and click “Search”. To view a program, click on the program title.

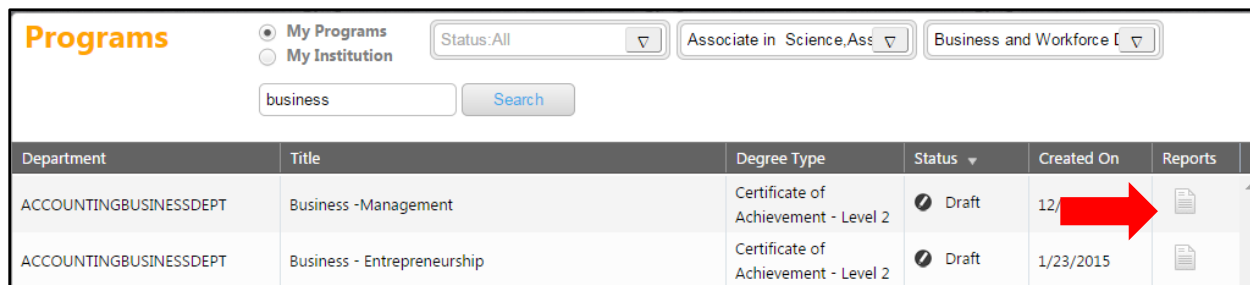


Programs

☒ My Programs
 ☐ My Institution
 Status: All
 Associate in Science, Ass
 Business and Workforce

Department	Title	Degree Type	Status	Created On	Reports
ACCOUNTINGBUSINESSDEPT	Business -Management	Certificate of Achievement - Level 2	Draft	12/31/2014	
ACCOUNTINGBUSINESSDEPT	Business - Entrepreneurship	Certificate of Achievement - Level 2	Draft	1/23/2015	

You can also sort programs by clicking on the column headings. For each program, you can view reports, by clicking on the page icon in the “Reports” column.

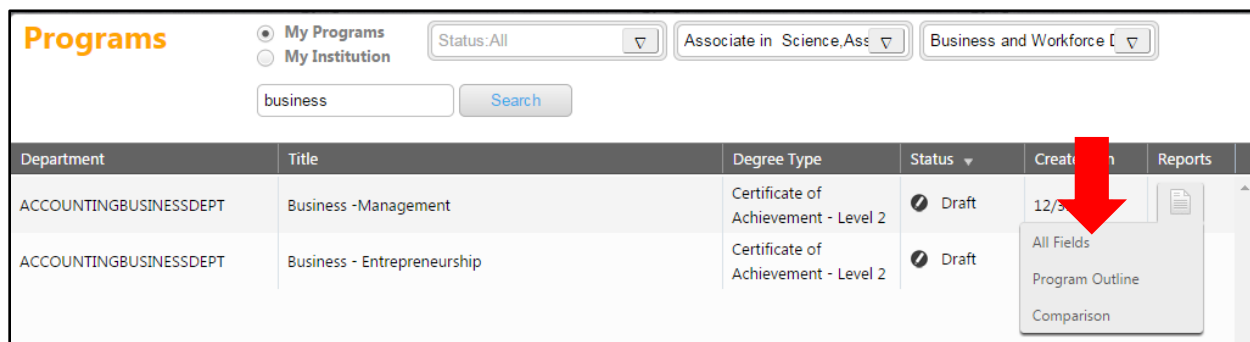


Programs

☒ My Programs
 ☐ My Institution
 Status: All
 Associate in Science, Ass
 Business and Workforce

Department	Title	Degree Type	Status	Created On	Reports
ACCOUNTINGBUSINESSDEPT	Business -Management	Certificate of Achievement - Level 2	Draft	12/31/2014	
ACCOUNTINGBUSINESSDEPT	Business - Entrepreneurship	Certificate of Achievement - Level 2	Draft	1/23/2015	

A dropdown menu will open, allowing you to select from “All Fields”, “Program Outline”, and “Comparison” reports. Each report will open in a new tab within your internet browser.



Programs

☒ My Programs
 ☐ My Institution
 Status: All
 Associate in Science, Ass
 Business and Workforce

Department	Title	Degree Type	Status	Created On	Reports
ACCOUNTINGBUSINESSDEPT	Business -Management	Certificate of Achievement - Level 2	Draft	12/31/2014	<div> All Fields Program Outline Comparison </div>
ACCOUNTINGBUSINESSDEPT	Business - Entrepreneurship	Certificate of Achievement - Level 2	Draft	1/23/2015	

The “All Fields” report produces a report detailing each field within the program proposal.

All Fields Report - Program	
Main	
Program Information	
Degree/Certificate Name	Business -Management
Department	ACCOUNTINGBUSINESSDEPT
Award Type	Certificate of Achievement - Level 2
Proposal Information	
Proposed Implementation Term	
Year	
Reason for Proposing	
Relationship to the mission of the college	
Similar Degree/Certificates at other colleges in service area	
Adequacy of resources (include additional needs including staffing, space, library and technology resources, etc.)	
Description	

The “Program Outline” report produces a program outline, focusing on the Description, Program Learning Outcomes, and Degree Requirements.


Business -Management Certificate of Achievement - Level 2
Description
<p>The Business Department offers Associate in Science degrees and certificate programs in three major areas: Entrepreneurship, Management, and Marketing. The degree programs require a total of 60 units; of which, 24 units are selected from General Education areas and the remaining 36 units are selected from a business major concentration. Several levels of certificates are available in each of the three areas of concentration. The certificate programs can be completed without the requirements of General Education. A “C” grade or better is required in all degree and certificate major and major elective courses. The business programs are designed for students who are planning to begin a business career, preparing to assume positions of responsibility, or planning to operate their own businesses. The following is a brief description of the emphasis in Management: This program is designed with consideration of the skills in management and supervision in today’s ever-changing business environment. Students are introduced to a variety of subjects including fundamentals of management, marketing, advertising, human relations, leadership, and international business. Career options could include: Entry-Level Supervisor.</p>
Program Learning Outcomes
<p>Upon successful completion of this program, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify the purpose of business and its functional objectives. 2. Explain fundamental business structure and basic organizational responsibilities.

The “Comparison” report shows all fields in the proposal, with differences between this program and any previous versions of this program highlighted. The information that was changed will have a strike through.

All Fields Comparison Report - Program	
Main	
Program Information	
Degree/Certificate Name	Business -Management
Department	ACCOUNTINGBUSINESSDEPT
Award Type	Certificate of Achievement - Level 2
Proposal Information	
Proposed Implementation Term	
Year	
Reason for Proposing	
Relationship to the mission of the college	
Similar Degree/Certificates at other colleges in service area	
Adequacy of resources (include additional needs including staffing, space, library and technology resources, etc.)	
Description	

To view a program, click on the program itself. This will bring you to the Program Proposal. On the Program Proposal page, you can move between sections of the proposal by using the dark gray tabs on the left of the page. If you have the authority to make changes to the proposal, you can do so here. For more information about the function of these tabs, see the “New Program Proposal” section of this guide.

Modify Program: Business -Management

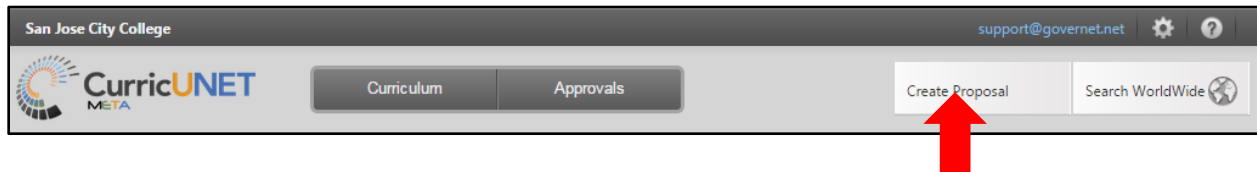
 Status: Draft

LaunchDelete Draft

Main	Main
Description	Program Information
Learning Outcomes (PLOs)	Degree/Certificate Name <input type="text" value="Business -Management"/>
Course Blocks	Department <input type="text" value="ACCOUNTINGBUSINESSDEPT"/>
Attach Files	Award Type <input type="text" value="Certificate of Achievement"/>
Codes	Proposal Information
	Proposed Implementation Term <input type="text"/>
	Year <input type="text"/>
	Reason for Proposing
	<div></div>
	Relationship to the mission of the college
	<div></div>
	Similar Degree/Certificates at other colleges in service area
	<div></div>
	Adequacy of resources (include additional needs including staffing, space, library and technology resources, etc.)
	<div></div>

Proposals

To create a new proposal, click the “Create Proposal” button at the top of the page. You can do this from any page on the site.



In Step 1, you will select the proposal type.

A screenshot of the 'Create Proposal' form, specifically Step 1: Select A Proposal Type. The form has a title 'Create Proposal' in orange. Below the title, it says 'To create a proposal, follow the steps below.' and provides instructions on the draft state and approval process. The main section is titled 'Step 1: Select A Proposal Type'. It features a 'Proposal Type*' dropdown menu with a list of options: 'Deactivate Course', 'Deactivate Program', 'Modify Course', 'Modify Program', 'New Course', and 'New Program'. To the right of the dropdown, there is a text prompt: 'it, then use the arrow keys or mouse to pick an item.' A 'Next Step' button is located to the right of the dropdown list.

New Course Proposal

Select “New Course” from the Proposal Type dropdown menu in Step 1, then press “Next Step”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

New Course

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2, select the course subject from the dropdown menu, then enter the course number, title, and description, and enter “Next Step”. Mandatory fields are marked with an *.

Step 1: Select Proposal Type -- (New Course)

Step 2: Create Course Proposal

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject*

Course Number*

Course Title*

Catalog Description*

Next Step

Review and Create

In Step 3, review the information you entered. If it is incorrect, click on any previous step to correct that information. If it is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (New Course) ▾


Step 2: Create Course Proposal ▾

Review and Create ▲



You've chosen to create a New Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Subject: (ADS) Alcohol and Drug Studies
Course Number: 12345
Course Title: Sample New Course
Course Description: Example catalog description for training purposes.

If this is correct press Create Proposal to submit the new proposal to the New Proposal approval process.


Create Proposal

Main

The Course Proposal opens to the “Main” section. Any required field is marked with an *. Move between sections using the dark gray tabs to the far left. Sections with required fields also have an orange box showing your progress  , which will turn green  when you have completed all required fields. After completing all fields in the “Main” section, save any changes, and click the “Units/Hours” tab. You will only be prompted to save if changes are made.

You will need to scroll down to view all fields within this section. Complete as much information as possible. Required fields are marked with an * and highlighted light orange.

Several of the text boxes in this proposal section contain formatting tools, allowing you to, among other things, italicize text or format information into an outline. When you have completed all fields, save your work, then click on the “Program Outcomes” tab.

New Course: Sample New Course

Status: Draft

Remaining Launch Requirements: 4

Launch Delete Draft

Main 4/6

Units/Hours/Content 0/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks) 0/1

Homework

Advisory/Recommended Prep

Requisites

Method of Instruction

Grading

Material Fees

Course and Program Status

Course and Program Status - Transfer Info

General Education Status

Distance Education

Codes/Dates

Course Discipline * ADS - Alcohol and Dr

Course Number * 12345

Course Title * Sample New Course

Short Title *

Course Type

C-ID

☐ Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

Justification *

Special Editing Tools

Text Appearance Tools

Text Alignment Tools, including outline tools

Catalog Description *

Example catalog description for training purposes.

If this course is the “Same As” or “Replaces” another course at SJCC, be sure to indicate which course(s). Use the dropdown menus to select the first semester and year that this applies. After the “Main” section is complete, save your work, and move to the “Units/Hours/Content” section by clicking the dark gray tab.

New Course: Sample New Course

Status: Draft

Remaining Launch Requirements: 3

Launch

Delete Draft

Main	5/6
Units/Hours/Content	0/1
Student Learning Outcomes	
Textbook	
Library Resources (other than textbooks)	0/1
Homework	
Advisory/Recommended Prep	
Requisites	
Method of Instruction	
Grading	
Material Fees	
Course and Program Status	
Course and Program Status - Transfer Info	
General Education Status	
Distance Education	

Catalog Description *

B I U abe (inherited font) (inherited size)

Select block type

Example catalog description for training purposes.

Short Schedule Description

B I U abe (inherited font) (inherited size)

Select block type

"Same As" or "Replaces"

This course is the "Same As":

First Semester Good for:

Year:

Homework	
Advisory/Recommended Prep	
Requisites	
Method of Instruction	
Grading	
Material Fees	
Course and Program Status	
Course and Program Status - Transfer Info	
General Education Status	
Distance Education	
Codes/Dates	

"Same As" or "Replaces"

This course is the "Same As":

First Semester Good for:

Year:

This course "Replaces"

This course "Replaces":

First Semester Good For:

Year:

Save

Fields marked with * are required

Units/Hours/Content

In the “Units/Hours/Content” section, use the dropdown menus to indicate the Delivery Method and Method of Instruction for this course. Next, enter the units and hours for the course. If the course has variable units or hours, click the box next to “Course has variable units?”.

New Course: Sample New Course

Status: Draft

Remaining Launch Requirements: 2

Launch Delete Draft

Main 6/6

Units/Hours/Content 0/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks) 0/1

Homework

Advisory/Recommended Prep

Units/Hours/Content

Last updated by Governet Support on 2/5/2015 at 3:39 PM

Method of Instruction

Delivery Method

Method of Instruction

Total Units

Lecture Units

Lab Units

Lecture Weekly Contact Hours

Lab Weekly Contact Hours

☐ Course has variable units?

Content

Making this selection will open a new area, allowing you to enter the Maximum Units/Hours. (Enter the Minimum in the previous fields).

Homework

Advisory/Recommended Prep

Requisites

Method of Instruction

Grading

Material Fees

Lab Weekly Contact Hours

☒ Course has variable units?

Maximum Units/Hours

Total Units

Lecture Units

Lab Units

Lecture Weekly Contact Hours

Lab Weekly Contact Hours

Unit Increment

Use the formatting tools in the Course Lecture Content and Course Lab Content text boxes to enter the outline(s) for this course. Complete this section as thoroughly as possible, then save your work and move to the “Student Learning Outcomes” tab.

New Course: Sample New Course

Status: Draft Remaining Launch Requirements: 2 Launch Delete Draft

Main	6/6
Units/Hours/Content	0/1
Student Learning Outcomes	
Textbook	
Library Resources (other than textbooks)	0/1
Homework	
Advisory/Recommended Prep	
Requisites	
Method of Instruction	
Grading	
Material Fees	
Course and Program Status	
Course and Program Status - Transfer Info	
General Education Status	
Distance Education	

Content

Course Lecture Content *

B I U abe (inherited font) (inherited size) A [Image] [List] [Table]

Select block type [Link] [ABC] [HTML]

Course Lab Content

B I U abe (inherited font) (inherited size) A [Image] [List] [Table]

Select block type [Link] [ABC] [HTML]

Lab Hours Justification

If hours exceed 3 lab hours to 1.0 unit ratio, please justify

Student Learning Outcomes

In the “Student Learning Outcomes” section, you will provide information detailing the student learning outcomes. Click “Add New SLO” to add a student learning outcome.

The screenshot shows the 'New Course: Sample New Course' interface. On the left is a sidebar with a table of course components. The main area is titled 'Student Learning Outcomes' and includes a 'Status: Draft' indicator, 'Remaining Launch Requirements: 1', and 'Launch' and 'Delete Draft' buttons. Below the title, it says 'For each SLO, add new item'. There is a section labeled 'Outcomes' with a 'Show Details' checkbox and an 'Add New SLO' button. A red arrow points to the 'Add New SLO' button. Below the 'Outcomes' section, it says 'There are no outcomes to display'.

Component	Count
Main	6/6
Units/Hours/Content	1/1
Student Learning Outcomes	
Textbook	

Student Learning Outcomes

For each SLO, add new item

Outcomes ☒ Show Details [+ Add New SLO](#)

There are no outcomes to display

Enter each SLO individually in the text box labeled “Enter one SLO”, and then select the Assessment Methods for this SLO. You will need to scroll down to access all Assessment Methods. Click “Save” to add the SLO to the proposal.

The screenshot shows the 'New Course: Sample New Course' interface. On the left is a sidebar with a table of course components. The main area is titled 'Student Learning Outcomes' and includes a 'Status: Draft' indicator, 'Remaining Launch Requirements: 1', and 'Launch' and 'Delete Draft' buttons. Below the title, it says 'For each SLO, add new item'. There is a section labeled 'Outcomes' with a 'Show Details' checkbox and an 'Add New SLO' button. Below the 'Outcomes' section, there is a text box labeled 'Enter one SLO *'. Below the text box is a section labeled 'Assessment Methods' with a list of checkboxes. A red arrow points to the 'Save' button at the bottom of the page.

Component	Count
Main	6/6
Units/Hours/Content	1/1
Student Learning Outcomes	
Textbook	
Library Resources (other than textbooks)	0/1
Homework	
Advisory/Recommended Prep	
Requisites	
Method of Instruction	
Grading	
Material Fees	
Course and Program Status	
Course and Program Status - Transfer Info	
General Education Status	
Distance Education	
Codes/Dates	

Student Learning Outcomes

For each SLO, add new item

Outcomes ☒ Show Details [+ Add New SLO](#)

Enter one SLO *

Assessment Methods

- ☐ Class Participation
- ☐ Class Performance
- ☐ Class Work
- ☐ Clinical Performance
- ☐ Exams/Tests
- ☐ Field Trips
- ☐ Final Class Performance
- ☐ Final Performance
- ☐ Final Public Performance
- ☐ Group Projects
- ☐ Home Work
- ☐ Lab Activities
- ☐ Labor Market Information
- ☐ Oral Presentation
- ☐ Papers
- ☐ Portfolios
- ☐ Projects
- ☐ Quizzes

[+ Save](#) [Cancel](#)

To edit a Student Learning Outcome, click the blue bar containing the outcome. To reorder the SLOs, use the up and down arrows on the right of the bar, or, to delete, click the red “x”. After all Student Learning Outcomes are entered individually and in the correct order, select the “Textbook” tab.

New Course: Sample New Course

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Main6/6

Units/Hours/Content1/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks)0/1

Homework

Advisory/Recommended Prep

Requisites

Student Learning Outcomes

Last updated by Governet Support on 2/5/2015 at 3:39 PM

For each SLO, add new item

Outcomes

Show Details

Add New SLO

Organize information into a cohesive, eloquent presentation.

Other: true

Assessment Methods

Oral Presentation

Papers

Lab Activities

Demonstrate skills.

Assessment Methods

Lab Activities

Textbook

In the “Textbook” section, you will provide information on textbooks and other materials required or optional for the course. Each text or material must be added individually and within the appropriate category. Click “Add new record” under the appropriate category to add a text or other material.

New Course: Sample New Course

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Main6/6

Units/Hours/Content1/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks)0/1

Homework

Advisory/Recommended Prep

Requisites

Method of Instruction

Grading

Material Fees

Course and Program Status

Course and Program Status - Transfer Info

General Education Status

Distance Education

Codes/Dates

Textbook

Last updated by Governet Support on 2/5/2015 at 3:39 PM

Textbook

Required	Author	Title	Publisher	Year of Publication	Rationale for older textbook	Hard Copy
No records to display.						
<div>+ Add new record</div>						
Displaying items 0 - 0 of 0						

Journal

Journal Title	Author	Publication Year	Volume
No records to display.			
<div>+ Add new record</div>			
Displaying items 0 - 0 of 0			

Periodical

Title	Author	Publisher	Publication Year
No records to display.			
<div>+ Add new record</div>			
Displaying items 0 - 0 of 0			

Software

Title	Publisher	Edition
No records to display.		
<div>+ Add new record</div>		
Displaying items 0 - 0 of 0		

Text Other

Text Other
No records to display.
<div>+ Add new record</div>

Back to Table of Contents

Page 24

Enter as much information about each material and type of material as possible. Indicate if this material is required by checking the checkbox, then complete, at minimum, all required fields, marked with an * and highlighted. After the information is complete, click "Insert".

Textbook

	Required	Author	Title	Publisher	Year of Publication	Rationale for older textbook	Hard Copy
--	----------	--------	-------	-----------	---------------------	------------------------------	-----------

☐ Required

Author *

Title *

Publisher *

Year of Publication *

Hard Copy ISBN

E-ISBN

Insert

Cancel

+ Add new record

◁ | ◀ ▶ ▷ | ▷

Displaying items 0 - 0 of 0

In the Textbook category, if the Year of Publication entered is older than 5 years, you will be instructed to add a “Rationale for older textbook”. This field will only appear if the system recognizes the Year of Publication as prior to the appropriate year.

Textbook							
	Required	Author	Title	Publisher	Year of Publication	Rationale for older textbook	Hard Copy
<input type="checkbox"/> Required							
Author *		Very Important Author					
Title *		Scholarly Title					
Publisher *		Prestigious Publisher					
Year of Publication *		2010					
Rationale for older textbook							
<input type="text"/>							
Hard Copy ISBN		<input type="text"/>					
E-book ISBN		<input type="text"/>					
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>							
<input type="button" value="+ Add new record"/>							
<div> <input type="button" value="↺"/> <input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="↻"/> </div>							
Displaying items 0 - 0 of 0							

Journal				
	Journal Title	Author	Publication Year	Volume
Journal Title	<input type="text"/>			
Author	<input type="text"/>			
Publication Year	<input type="text"/>			
Volume	<input type="text"/>			
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>				
<input type="button" value="+ Add new record"/>				
<div> <input type="button" value="↺"/> <input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="↻"/> </div>				
Displaying items 0 - 0 of 0				

Periodical

	Title	Author	Publisher	Publication Year	
Title	<input type="text"/>				
Author	<input type="text"/>				
Publisher	<input type="text"/>				
Publication Year	<input type="text"/>				
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>					
<input type="button" value="+ Add new record"/>					
<div> </div> <div>Displaying items 0 - 0 of 0</div>					

Software

	Title	Publisher	Edition	
Title	<input type="text"/>			
Publisher	<input type="text"/>			
Edition	<input type="text"/>			
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>				
<input type="button" value="+ Add new record"/>				
<div> </div> <div>Displaying items 0 - 0 of 0</div>				

In the “Text Other” category, enter information about any required materials required that do not fit in any other category. This might include supplies or uniforms.

Text Other

	Text Other	
Text Other	<input type="text"/>	
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>		
<input type="button" value="+ Add new record"/>		
<div> </div> <div>Displaying items 0 - 0 of 0</div>		

After you have entered the texts and other materials individually and in the appropriate categories, click “Edit” to make any necessary changes. Within each category, you may reorder the materials by clicking the column headings. If you have many materials, use the arrows under “Add new record” to browse through the materials. After all Textbooks and other materials are complete, move to the “Library Resources (other than textbooks)” section.

New Course: Sample New Course

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Main6/6

Units/Hours/Content1/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks)0/1

Homework

Textbook

Last updated by Governet Support on 2/5/2015 at 3:39 PM

	Required	Author	Title	Publisher	Year of Publication	Rationale for older textbook
<div>Edit</div>		Very Important Author	Scholarly Title	Prestigious Publisher	2013	
<div> <div>Add new record</div> <div> <div>↺</div> <div>↻</div> <div>↷</div> <div>↸</div> </div> </div>						

Displaying items 1 - 1 of 1

Journal

Journal Title	Author	Publication Year	Volume
---------------	--------	------------------	--------

Library Resources (other than textbooks)

In the “Library Resources” section of the proposal, use the dropdown menu to select the Library materials/resources assessment.

New Course: Sample New Course

Status: Draft

Remaining Launch Requirements: 1

Launch Delete Draft

Main	6/6	Library Resources (other than textbooks)	Last updated by Governet Support on 2/5/2015 at 3:39 PM
Units/Hours/Content	1/1	Library materials/resources *	
Student Learning Outcomes			
Textbook			

New library materials/resources are not required for this course at this time.
I have reviewed the online catalog and library materials/resources for this course are sufficient at this time.
The library needs to purchase additional materials/resources to support this course. (Please note that the library does not purchase textbooks.)
requested.

If new library materials are required, enter details about requested materials in the Item(s) textbox. Provide as much information as possible, then save your changes, and move to the “Homework” tab.

New Course: Sample New Course

Status: Draft

Launch Delete Draft

Main	6/6	Library Resources (other than textbooks)	Last updated by Governet Support on 2/5/2015 at 3:39 PM
Units/Hours/Content	1/1	Library materials/resources *	The library needs to purchase additional materials/resources to support this course. (Please note that the library does not purchase textbooks.)
Student Learning Outcomes		Online Catalog	
Textbook		Please list below materials that you would like the library to consider purchasing; supply as much publication information as possible: title, author, publisher, date, edition, price, isbn, etc. Please number each item requested.	
Library Resources (other than textbooks)	1/1	Item(s)	
Homework			
Advisory/Recommended Prep			
Requisites			
Method of Instruction			
Grading			
Material Fees			
Course and Program Status			
Course and Program Status - Transfer Info			
General Education Status			
Distance Education			
Codes/Dates			

Save

Homework

In the “Homework” section, provide information about the out-of-class assignments required for the course. Enter the Hours per week required, and then provide details about Assignments that will be required outside the classroom and Critical Thinking Example. Use the editing tools to format the homework details, as needed. Save this information, and then continue to the “Advisory/Recommended Prep” section.

[illegible]

Advisory/Recommended Prep

In the “Advisory/Recommended Prep” section, indicate advised reading and writing and math skills. Use the Open Curriculum options to indicate if there are no advised levels.

New Course: Sample New Course

Status: Draft Launch Delete Draft

Main	6/6	Advisory/Recommended Prep Last updated by Governet Support on 2/5/2015 at 3:39 PM
Units/Hours/Content	1/1	
Student Learning Outcomes		
Textbook		
Library Resources (other than textbooks)	1/1	
Homework		
Advisory/Recommended Prep		

Open Curriculum

☐ No Prerequisite, Corequisite, or Advisory Levels
☐ Open Curriculum, but some steps necessary to enroll

Advisory Reading and Writing Levels:

Advisory Math Level:

Recommended Preparation

If the course has Open Curriculum, but some steps necessary to enroll (for example, an audition or other entry task), selecting that option will show a text box. Indicate Necessary Steps to Enroll in that text box.

Advisory/Recommended Prep Last updated by Governet Support on 2/5/2015 at 3:39 PM

Open Curriculum

☐ No Prerequisite, Corequisite, or Advisory Levels
☒ Open Curriculum, but some steps necessary to enroll

Indicate Necessary Steps to Enroll

Advisory Reading and Writing Levels:

Use the dropdown menus to select the Advisory Reading and Writing Levels and Advisory Math Level.

Advisory/Recommended Prep Last updated by Governet Support on 2/5/2015 at 3:39 PM

Open Curriculum

☐ No Prerequisite, Corequisite, or Advisory Levels
☐ Open Curriculum, but some steps necessary to enroll

Advisory Reading and Writing Levels:

Advisory Math Level:

Recommended Preparation

Read level 1 = READ 350 (6 units) or ESL 313 or ENGL 321

RW 2 = Completion of READ 301 or ESL 302 or ENGL 322 or equivalent OR Completion of ENGL 335 (4 units) or ENGL 330 or ESL 302 or equivalent

RW 3 = Completion of READ 101 or ESL 091 (6 units) or ENGL 102 or equivalent OR Completion of ENGL 092 or ESL 091 (6 units) or ENGL 104 or equivalent

RW4 = completion of ENGL 1A

Advisory/Recommended Prep

Last updated by Governet Support on 2/5/2015 at 3:39 PM

Open Curriculum

☐ No Prerequisite, Corequisite, or Advisory Levels
☐ Open Curriculum, but some steps necessary to enroll

Advisory Reading and Writing Levels:

Advisory Math Level:

Recommended Preparation

2 = completion of MATH 111 or equivalent

3 = completion of MATH 13 or equivalent

4 = completion of MATH (21 and 22) or 25 or equivalent

5 = completion of MATH 71 (CALC I) or equivalent

6 = completion of MATH 72 (CALC II) or equivalent

7 = completion of MATH 73 (INT CALC) or equivalent

Enter any other Recommended Preparation, then save your work, and move to the “Requisites” tab.

New Course: Sample New Course

Status: Draft

Launch

Delete Draft

Main6/6

Units/Hours/Content1/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks)1/1

Homework

Advisory/Recommended Prep

Advisory/Recommended Prep

Last updated by Governet Support on 2/5/2015 at 3:39 PM

Open Curriculum

☐ No Prerequisite, Corequisite, or Advisory Levels
☐ Open Curriculum, but some steps necessary to enroll

Advisory Reading and Writing Levels:

Advisory Math Level:

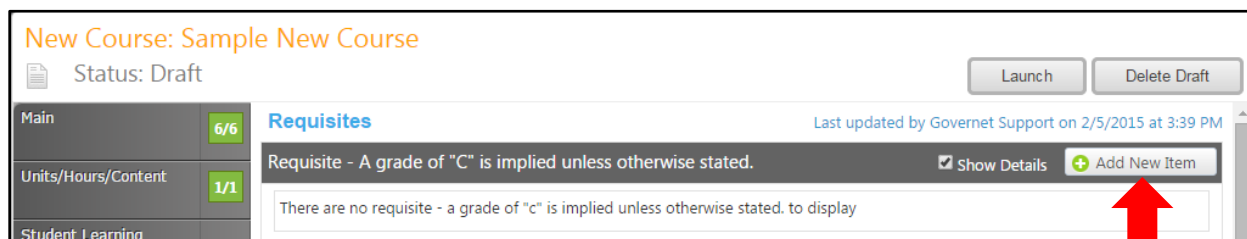
Recommended Preparation

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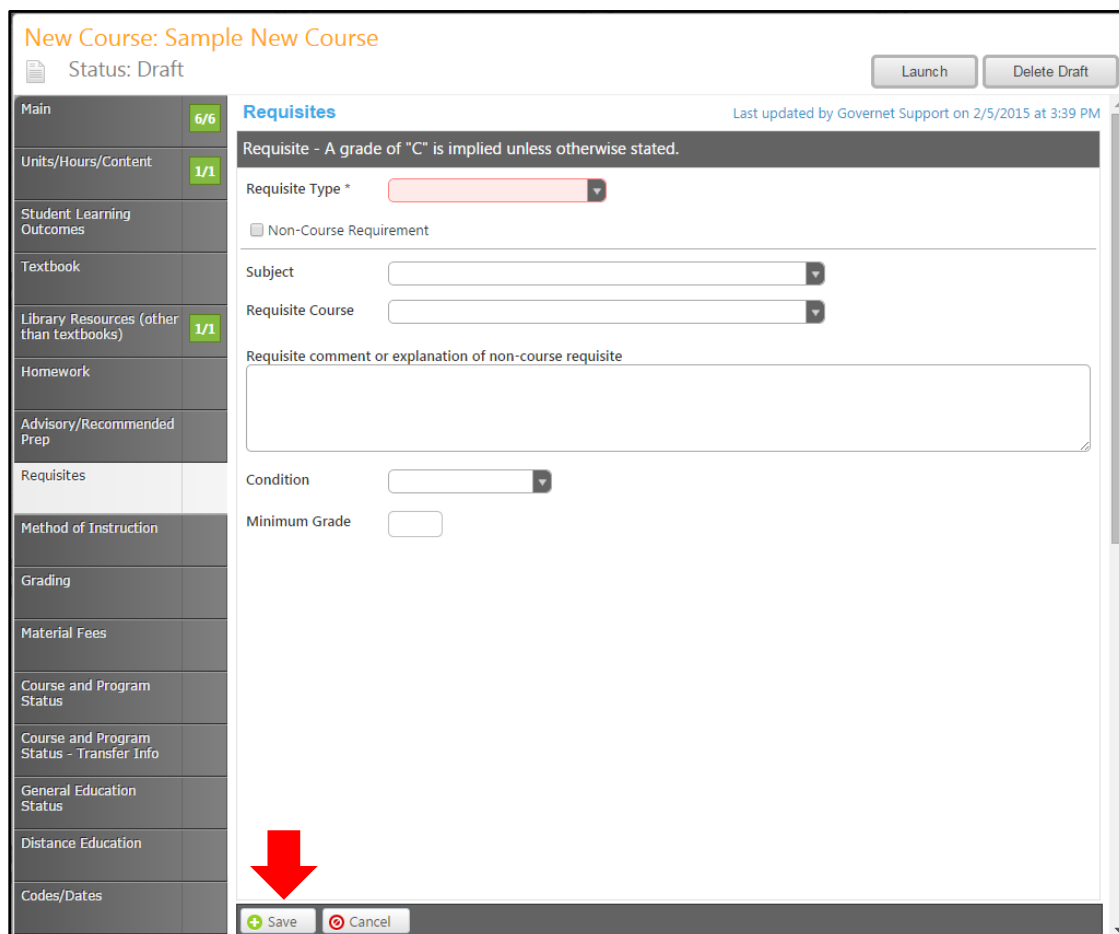
Requisites

In the Requisites section, add information about prerequisites and other requirements necessary for this course. Click “Add New Item” to add a requisite.



The screenshot shows the 'New Course: Sample New Course' interface. The 'Status' is 'Draft'. The 'Requisites' section is active, displaying the text: 'Requisite - A grade of "C" is implied unless otherwise stated.' and 'There are no requisite - a grade of "c" is implied unless otherwise stated. to display'. A red arrow points to the 'Add New Item' button.

Use the dropdown menu to select the Requisite Type (this field is required), then, if the requisite is a course, use the dropdown menus to select the Subject and Requisite Course. Enter comments or explanations in the “Requisite comment or explanation of non-course requisite” textbox. If you are entering multiple requisites, and “nesting” is needed you can use the and/or conditions. For example, this course has requisites of Engl 101 or Engl 102 and 101A. If is a regular requisites listing situation then the “and” already applies and does not necessarily need to be selected. It is implied that a student must earn a “C” in any requisite course for it to qualify. If this is not the case, enter the Minimum Grade in the textbox. Click “Save” to add the requisite.



The screenshot shows the 'New Course: Sample New Course' interface with the 'Requisites' section expanded. The form fields include: 'Requisite Type *' (dropdown), 'Non-Course Requirement' (checkbox), 'Subject' (dropdown), 'Requisite Course' (dropdown), 'Requisite comment or explanation of non-course requisite' (text area), 'Condition' (dropdown), and 'Minimum Grade' (text input). A red arrow points to the 'Save' button at the bottom.

If the Requisite is a Non-Course Requirement, mark the checkbox for that option, then explain the non-course requirement in the “Requisite comment or explanation of non-course requisite” textbox. Indicate the condition, then click “Save”.

New Course: Sample New Course

Status: Draft

LaunchDelete Draft

Main6/6

Units/Hours/Content1/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks)1/1

Homework

Advisory/Recommended Prep

Requisites

Method of Instruction

Grading

Material Fees

Course and Program Status

Course and Program Status - Transfer Info

General Education Status

Distance Education

Codes/Dates

Requisites

Last updated by Governet Support on 2/5/2015 at 3:39 PM

Requisite - A grade of "C" is implied unless otherwise stated.

Requisite Type *

☒ Non-Course Requirement

Requisite comment or explanation of non-course requisite

Condition

Minimum Grade

SaveCancel

To edit a requisite, click the blue bar containing the requisite. To reorder the requisites, use the up and down arrows to the right of the blue bar, or click the red “x” to delete the requisite. When you have added all requisites in the proper order, move to the “Methods of Instruction” tab.

New Course: Sample New Course

Status: Draft

Launch

Delete Draft

Main	6/6	<h3>Requisites</h3> <p>Last updated by Governet Support on 2/5/2015 at 3:39 PM</p> <p>Requisite - A grade of "C" is implied unless otherwise stated.</p> <div> <input checked="" type="checkbox"/> Show Details + Add New Item </div> <div> <div> <div>Pre-requisite</div> <div> <div>Non-Course Requirement: true</div> <div>Subject: ACCTG - Accounting</div> <div>Requisite Course: ACCTG 020 - Financial Accounting (Active)</div> <div>Condition: or</div> </div> </div> <div> <div>Corequisite</div> <div> <div>Subject: ACCTG - Accounting</div> <div>Requisite Course: ACCTG 021 - Managerial Accounting (Active)</div> </div> </div> <div> <div>Pre-requisite</div> <div> <div>Subject: ACCTG - Accounting</div> <div>Requisite Course: ACCTG 030 - QuickBooks (Active)</div> <div>Minimum Grade: B</div> </div> </div> </div>
Units/Hours/Content	1/1	
Student Learning Outcomes		
Textbook		
Library Resources (other than textbooks)	1/1	
Homework		
Advisory/Recommended Prep		
Requisites		
Method of Instruction		

Method of Instruction

In the Method of Instruction section, select the method(s) by which this course will be taught. Save this information, and then click the “Grading” tab.

New Course: Sample New Course

Status: Draft

LaunchDelete Draft

Main	6/6	Method of Instruction	Last updated by Governet Support on 2/5/2015 at 3:39 PM
Units/Hours/Content	1/1	Instruction Type	
Student Learning Outcomes		<input type="checkbox"/> Dist EdOnline/Internet	
Textbook		<input type="checkbox"/> Hybrid	
Library Resources (other than textbooks)	1/1	<input type="checkbox"/> Laboratory/Studio/Activity	
Homework		<input type="checkbox"/> Lecture And/Or Discussion	
		<input type="checkbox"/> OIS, Other Independent Studies	
		<input type="checkbox"/> Tutoring, Noncredit	
		<input type="checkbox"/> Work Experience	

Grading

In the Grading section of the proposal, use the dropdown menu to select the Grade Option, select if Credit by Exam is offered, then list Critical thinking example(s) of methods of evaluation in the text box.

Grading

Last updated by Governet Support on 2/5/2015 at 3:39 PM

Grade Option

Credit by E

Letter Grade Only
Mandatory Pass/No Pass
Optional Pass/No Pass


For degree ap

sample(s) of methods of evaluation

B I U abc (inherited font) (inherited size)

Select block type

New Course: Sample New Course

 Status: Draft

Launch

Delete Draft

Main	6/6
Units/Hours/Content	1/1
Student Learning Outcomes	
Textbook	
Library Resources (other than textbooks)	1/1
Homework	
Advisory/Recommended Prep	
Requisites	
Method of Instruction	

Grading



Last updated by Governet Support on 2/5/2015 at 3:39 PM





Grade Option





☐ Credit by Exam Allowed

For degree applicable courses: list critical thinking example(s) of methods of evaluation






B I U abc (inherited font) (inherited size)

Select block type


Evaluation Methods (select all that apply)

☐ Class Participation

☐ Class Performance

Select all Evaluation Methods for the course, and, if you plan to use an Evaluation Method that does not fit in any other category, enter this information in the Other Methods textbox. Save this information, then move to the Material Fees section.

New Course: Sample New Course

 Status: Draft

Launch

Delete Draft

Main	6/6	Evaluation Methods (select all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Class Participation <input type="checkbox"/> Class Performance <input type="checkbox"/> Class Work <input type="checkbox"/> Clinical Performance <input type="checkbox"/> Exams/Tests <input type="checkbox"/> Field Trips <input type="checkbox"/> Final Class Performance <input type="checkbox"/> Final Performance <input type="checkbox"/> Final Public Performance <input type="checkbox"/> Group Projects <input type="checkbox"/> Home Work <input type="checkbox"/> Lab Activities <input type="checkbox"/> Labor Market Information <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Papers <input type="checkbox"/> Portfolios <input type="checkbox"/> Projects <input type="checkbox"/> Quizzes <input type="checkbox"/> Research Projects <input type="checkbox"/> Simulation <input type="checkbox"/> Standard instrument measuring student subjective opinion <input type="checkbox"/> Standardized instrument objectively measuring student knowledge <input type="checkbox"/> Student satisfaction with their educational experience <input type="checkbox"/> Substantial writing requirements are not appropriate for this course. Alternately, students are assessed through demonstrations of problem solving ability using music symbols and language.
Units/Hours/Content	1/1	
Student Learning Outcomes		
Textbook		
Library Resources (other than textbooks)	1/1	
Homework		
Advisory/Recommended Prep		
Requisites		
Method of Instruction		
Grading		
Material Fees		
Course and Program Status		
Course and Program Status - Transfer Info		
General Education Status		
Distance Education		
Codes/Dates		Other Methods <div></div>

Material Fees

In the Material Fees section, indicate any additional materials fees for this course. Use the checkbox to indicate if the Course routinely requires a materials fee, and then select how/when this fee is to be collected. Use the text boxes to describe the materials, their purposes, and how the students will benefit from the materials package. Scroll down to complete all text boxes, then save this information, and move to the “Course and Program Status” section.

New Course: Sample New Course

Status: Draft

LaunchDelete Draft

Main	6/6	Material Fees <div>Last updated by Governet Support on 2/5/2015 at 3:39 PM</div>
Units/Hours/Content	1/1	<input type="checkbox"/> Course routinely requires a materials fee
Student Learning Outcomes		Check One
Textbook		<input type="checkbox"/> This fee is to be charged to the student when he/she registers for a class, and it will be printed in the schedule of classes. If at all possible, it is preferable to handle all materials and their purchase through the Bookstore.
Library Resources (other than textbooks)	1/1	<input type="checkbox"/> This material is to be required of the student to take the class, but is to be purchased after registration. It is typically included as information on the class syllabus.
Homework		<input type="checkbox"/> A waiver is to be provided for students who wish to provide their own materials.
Advisory/Recommended Prep		The materials used must be required to achieve the learning outcomes of a course. We need to be able to identify specific outcomes that cannot be met without the use of the specific materials we are requiring.
Requisites		Which learning outcomes for this course require the use of the materials listed? (refer to item #9 in the course outline)
Method of Instruction		
Grading		
Material Fees		The students receive tangible personal property (material) for the fee charged.
Course and Program Status		List all materials covered by the fee. (ex. 1, 2, 3, etc.)
Course and Program Status - Transfer Info		
General Education Status		
Distance Education		
Codes/Dates		The material is owned or primarily controlled by an individual student.
		Describe how the material is in the control and ownership of the student:

New Course: Sample New Course



Status: Draft

Launch

Delete Draft

Main	6/6
Units/Hours/Content	1/1
Student Learning Outcomes	
Textbook	
Library Resources (other than textbooks)	1/1
Homework	
Advisory/Recommended Prep	
Requisites	
Method of Instruction	
Grading	
Material Fees	
Course and Program Status	
Course and Program Status - Transfer Info	
General Education Status	
Distance Education	
Codes/Dates	

The material is owned or primarily controlled by an individual student.

Describe how the material is in the control and ownership of the student:

The material is "solely available from the district", is provided at District cost OR there are health and safety reasons for the District being the sole provider OR The District is providing the material at lower cost than it is available elsewhere.

Describe how either of these two conditions is being met: If the college charges a fee, rather than have students furnish the materials, why should the students have to pay a fee to the college rather than supply the materials themselves?

The material can be taken from the classroom setting and is it not wholly consumed, used up, or rendered valueless as it is applied in achieving the learning outcomes of a course.

Describe how material has continued value outside of the classroom.

Course and Program Status

In the Course and Program Status section of the proposal, indicate how the course will fit into SJCC general education and program requirements, and if/how this course is recommended to be transferred to UC or CSU programs. Use the dropdown menus and text boxes to complete this information, scrolling down to complete all fields, then save this information and move to the “Course and Program Status – Transfer Info” tab.

New Course: Sample New Course

Status: Draft

LaunchDelete Draft

Main	6/6	Course and Program Status <div>Last updated by Governet Support on 2/5/2015 at 3:39 PM</div>
Units/Hours/Content	1/1	AA/Non AA Status
Student Learning Outcomes		Criteria (Course is AA and AA-Applicable if Letters A-F Are All Checked) <div><input type="checkbox"/> A. Appropriate Prerequisite Level</div> <div><input type="checkbox"/> B1. A Graded Essay Written at College Level.</div> <div><input type="checkbox"/> B2. Essay Not Appropriate - Skills Demonstration Course or Significant Problem Solving</div> <div><input type="checkbox"/> C1. College Level Vocabulary, Study Skills, Reading Materials; Or A Lab or Activity Class</div> <div><input type="checkbox"/> C2. College Level Reading and Writing</div> <div><input type="checkbox"/> D. Multiple Measures of Evaluation Are Employed</div> <div><input type="checkbox"/> E. Two Hours Of Homework Required For Every Lecture/Theory Hour, Or This Is A Lab, Or This Is An Activity Class And Does Not Require Homework</div> <div><input type="checkbox"/> F. Coursework Calls For Critical Thinking Exercises</div>
Textbook		Check The Following That Apply <div><input type="checkbox"/> G. Course With A Math Content Equal to Math 111 or 11R or 11S or 13, And A-F Above</div> <div><input type="checkbox"/> H. Reading, Writing Or ESL Course No Lower Than One Level Below Engl. 1A, And A-F Above</div> <div><input type="checkbox"/> I. Course Is Part Of A Non-Baccalaureate Occupational Major And Meets A-F Above</div> <div><input type="checkbox"/> J. This Course Has Baccalaureate Status</div>
Library Resources (other than textbooks)	1/1	Basic Skill <div><input type="checkbox"/> Basic skills course in reading, writing, math or ESL</div> <div>Levels BelowArea</div> <div><input type="checkbox"/> Skill is typically needed for an AA or AS applicable vocation course?</div>
Homework		Basic Skills Status
Advisory/Recommended Prep		State of California Course Classification
Requisites		Repeatability <div>Status</div> <div>Times Repeatable</div> <div>Maximum Units</div>
Method of Instruction		Additional Requirements <div><input type="checkbox"/> Course Meets Cultural Pluralism/Ethnic Studies Requirement</div> <div><input type="checkbox"/> Course Meets Physical Activity Requirement</div>
Grading		
Material Fees		
Course and Program Status		
Course and Program Status - Transfer Info		
General Education Status		
Distance Education		
Codes/Dates		

Method of Instruction	Times Repeatable
Grading	Maximum Units
Material Fees	Additional Requirements <div><input type="checkbox"/> Course Meets Cultural Pluralism/Ethnic Studies Requirement</div> <div><input type="checkbox"/> Course Meets Physical Activity Requirement</div>
Course and Program Status	Program Status <div><input type="checkbox"/> GE (be sure that GE Item is checked consistently on this document)</div> <div><input type="checkbox"/> Transfer (be sure that transfer item is checked consistently on this document)</div> <div><input type="checkbox"/> Stand Alone (not part of any program; not GE, and not Transfer</div> <div><input type="checkbox"/> Created to be part of a Certificate or Degree</div> <div>Which Certificate(s) and/or Degree(s)?</div> <div>Transfer Status</div>
Course and Program Status - Transfer Info	<div><input type="checkbox"/> Recommended for UC Transfer</div> <div><input type="checkbox"/> Recommended for transfer to CSU</div> <div><input type="checkbox"/> Recommended for Articulation with CSU as a course in a major</div> <div><input type="checkbox"/> Recommended for articulation with CSU as an elective in a major</div>
General Education Status	
Distance Education	
Codes/Dates	

Course and Program Status – Transfer Info

In the Course and Program Status – Transfer Info section, provide specific information about this course's transfer ability. Click "Add New Item" to add another institution within the system's course with which this SJCC course correlates.

The screenshot shows a web interface for a new course. At the top, it says "New Course: Sample New Course" and "Status: Draft". There are "Launch" and "Delete Draft" buttons. On the left is a sidebar with "Main" (6/6), "Units/Hours/Content" (1/1), and "Student Learning Outcomes". The main area is titled "Course and Program Status - Transfer Info" and contains a "Transfer Info" section with a "Show Details" checkbox and an "Add New Item" button. A red arrow points to the "Add New Item" button. Below the button, it says "There are no transfer info to display".

Enter the College Name and Course # in the text boxes, then click "Save". Add each course at each institution individually.

The screenshot shows a detailed view of the "Course and Program Status - Transfer Info" form. It has a title bar "Course and Program Status - Transfer Info" and a section header "Transfer Info". Below the header are two input fields: "College Name" and "Course #". At the bottom of the form are two buttons: "Save" and "Cancel".

To edit a transfer course, click the blue bar containing the course. To reorder the transfer course, use the up and down arrows at the right of the bar, or to delete, click the red “x”. When all transfer possibilities have been entered, move to the General Education Status tab.

New Course: Sample New Course

Status: Draft

LaunchDelete Draft

Main6/6

Units/Hours/Content1/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks)1/1

Homework

Course and Program Status - Transfer Info

Transfer Info

Show DetailsAdd New Item

Click on this item to modify its details.

College Name: UC-Davis
Course #: ACCT 12345

Click on this item to modify its details.

College Name: CSU-Berkeley
Course #: ACCT 234

[Back to Table of Contents](#)

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General Education Status

In the General Education Status section of the proposal, check any general education areas this course meets. Indicate this information for District GE requirements, and for the CSU and IGETC GE tracks. Save this information, then move to the “Distance Education” tab.

New Course: Sample New Course

Status: Draft

Launch

Delete Draft

Main	6/6	General Education Status <div>Last updated by Governet Support on 2/5/2015 at 3:39 PM</div>
Units/Hours/Content	1/1	General Education
Student Learning Outcomes		District GE
Textbook		<input type="checkbox"/> A1 = Oral Communication
Library Resources (other than textbooks)	1/1	<input type="checkbox"/> A2 = Written Communication
Homework		<input type="checkbox"/> A3 = Critical Thinking
Advisory/Recommended Prep		<input type="checkbox"/> B1 = Physical Science
Requisites		<input type="checkbox"/> B2 = Life Science
Method of Instruction		<input type="checkbox"/> B3 = Laboratory Activity
Grading		<input type="checkbox"/> B4 = Mathematics/Quantitative Reasoning
Material Fees		<input type="checkbox"/> C1 = Arts, Cinema, Dance, Musc, Theat
Course and Program Status		<input type="checkbox"/> C2 = Humnt-Literature, Phil, Langs. other than Engl
Course and Program Status - Transfer Info		<input type="checkbox"/> D0 = Sociology Criminology
General Education Status		<input type="checkbox"/> D1 = Anthro Archeology
Distance Education		<input type="checkbox"/> D2 = Economics
Codes/Dates		<input type="checkbox"/> D3 = Ethnic Studies
		<input type="checkbox"/> D4 = Gender Studies
		<input type="checkbox"/> D5 = Geography
		<input type="checkbox"/> D6 = History
		<input type="checkbox"/> D7 = Interdisc Social Behav Science
		<input type="checkbox"/> D8 = Pol Sci, Govt and Legal Institutions
		<input type="checkbox"/> D9 = Psychology
		<input type="checkbox"/> E = Lifelong Learning Self-Development
		<input type="checkbox"/> US1 = Amer Instit Ideals
		<input type="checkbox"/> US2 = U.S. Constitution
		<input type="checkbox"/> US3 = CA State Local Govt
		CSU GE
		<input type="checkbox"/> A1 = Oral Communication
		<input type="checkbox"/> A2 = Written Communication
		<input type="checkbox"/> A3 = Critical Thinking
		<input type="checkbox"/> B1 = Physical Science

New Course: Sample New Course

Status: Draft

Launch
Delete Draft

Main	6/6	<input type="checkbox"/> US2 = U.S. Constitution <input type="checkbox"/> US3 = CA State Local Govt
Units/Hours/Content	1/1	CSU GE <input type="checkbox"/> A1 = Oral Communication <input type="checkbox"/> A2 = Written Communication <input type="checkbox"/> A3 = Critical Thinking <input type="checkbox"/> B1 = Physical Science <input type="checkbox"/> B2 = Life Science <input type="checkbox"/> B3 = Laboratory Activity <input type="checkbox"/> B4 = Mathematics/Quantitative Reasoning <input type="checkbox"/> C1 = Arts (Arts, Cinema, Dance, Music, Theater) <input type="checkbox"/> C2 = Humanities (Lit, Phil, Langs. other than Engl) <input type="checkbox"/> D0 = Sociology Criminology <input type="checkbox"/> D1 = Anthropology and Archeology <input type="checkbox"/> D2 = Economics <input type="checkbox"/> D3 = Ethnic Studies <input type="checkbox"/> D4 = Gender Studies <input type="checkbox"/> D5 = Geography <input type="checkbox"/> D6 = History <input type="checkbox"/> D7 = Interdisc Social and Behavioral Science <input type="checkbox"/> D8 = Political Science, Govt and Legal Institutions <input type="checkbox"/> D9 = Psychology <input type="checkbox"/> E = Lifelong Undrstndg and Self-Development <input type="checkbox"/> US1 = Amer Instit Ideals <input type="checkbox"/> US2 = U.S. Constitution <input type="checkbox"/> US3 = CA State Local Govt
Student Learning Outcomes		
Textbook		
Library Resources (other than textbooks)	1/1	
Homework		
Advisory/Recommended Prep		
Requisites		
Method of Instruction		
Grading		
Material Fees		
Course and Program Status		
Course and Program Status - Transfer Info		
General Education Status		IGETC GE <input type="checkbox"/> 1A = Engl Composition <input type="checkbox"/> 1B = Critical Thinking-Engl. Comp. <input type="checkbox"/> 1C = Oral Communication <input type="checkbox"/> 2A = Mathematics <input type="checkbox"/> 3A = Art
Distance Education		
Codes/Dates		

Homework	<input type="checkbox"/> US3 = CA State Local Govt
Advisory/Recommended Prep	IGETC GE <input type="checkbox"/> 1A = Engl Composition <input type="checkbox"/> 1B = Critical Thinking-Engl. Comp. <input type="checkbox"/> 1C = Oral Communication <input type="checkbox"/> 2A = Mathematics <input type="checkbox"/> 3A = Art <input type="checkbox"/> 3B = Humanities <input type="checkbox"/> 4A = Anthropology and Archaeology <input type="checkbox"/> 4B = Economics <input type="checkbox"/> 4C = Ethnic Studies <input type="checkbox"/> 4D = Gender Studies <input type="checkbox"/> 4E = Geography <input type="checkbox"/> 4F = History <input type="checkbox"/> 4G = Interdis., Social and Behavioral Science <input type="checkbox"/> 4H = Pol. Science, Government and Legal Instit. <input type="checkbox"/> 4I = Psychology <input type="checkbox"/> 4J = Sociology and Criminology <input type="checkbox"/> 5A = Physical Sciences <input type="checkbox"/> 5B = Biological Sciences <input type="checkbox"/> 5C = Laboratory Activity <input type="checkbox"/> 6A = Language Other Than English
Requisites	
Method of Instruction	
Grading	
Material Fees	
Course and Program Status	
Course and Program Status - Transfer Info	
General Education Status	
Distance Education	
Codes/Dates	

Distance Education

In the Distance Education section of the proposal, if the course is a Distance Education course, or has a Distance Education component, provide details about how this course will be administered and how the Distance Education aspects differ from, but maintain the quality of, a traditional classroom setting. You will need to scroll down to complete all fields, providing as much information as possible. After this section is complete, save the information, and move to the “Codes/Dates” section.

New Course: Sample New Course

Status: Draft

Launch

Delete Draft

Main	6/6	Distance Education <div>Last updated by Governet Support on 2/5/2015 at 3:39 PM</div>
Units/Hours/Content	1/1	All approved courses offered as distance education (DE) include regular effective contact between instructor and students.
Student Learning Outcomes		Subsection (a) stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status.
Textbook		Subsection (b) honors the principle that for DE courses, there are a number of acceptable interactions between instructor and students, not all of which may require in-person contacts.
Library Resources (other than textbooks)	1/1	<ul style="list-style-type: none">• Moodle is the course management software.• An orientation to the class is required, and may be done online.• Students must be notified via San Jose City College Schedule of Classes and the syllabus for the class, if proctored exams are required for this course.• Accommodations regarding accessibility for students with disabilities to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Systems Office.• Proctored exams can happen on the college campus at a designated location or at an approved location.
Homework		
Advisory/Recommended Prep		
Requisites		
Method of Instruction		Distance Education Method(s) of Instruction <ul style="list-style-type: none"><input type="checkbox"/> Power Point presentations<input type="checkbox"/> Digital animations<input type="checkbox"/> Video<input type="checkbox"/> Discussion boards<input type="checkbox"/> Graphics (digital charts, diagrams, photos, images, annotated screen shots)<input type="checkbox"/> Instructor web site<input type="checkbox"/> Online library resources<input type="checkbox"/> Online reference resources<input type="checkbox"/> Publisher prepared online materials<input type="checkbox"/> Text book supplements<input type="checkbox"/> Guest Lecturers
Grading		
Material Fees		
Course and Program Status		Lecture/Lab or Lab only Courses
Course and Program Status - Transfer Info		Manner in which lab content is presented
General Education Status		

New Course: Sample New Course

Status: Draft

Launch
 Delete Draft

Main	6/6	Lecture/Lab or Lab only Courses Manner in which lab content is presented <div></div>
Units/Hours/Content	1/1	
Student Learning Outcomes		
Textbook		
Library Resources (other than textbooks)	1/1	
Homework		
Advisory/Recommended Prep		Distance Education Contact Method(s) <input type="checkbox"/> Weekly Announcements in the Learning Management Systems <input type="checkbox"/> Chat Rooms <input type="checkbox"/> Discussion through threaded forums with instructor participation <input type="checkbox"/> E-mail communication <input type="checkbox"/> Face to face (scheduled) group or individual meetings <input type="checkbox"/> Social Media (e.g. Twitter, etc.) <input type="checkbox"/> Onsite office hours <input type="checkbox"/> Online office hours <input type="checkbox"/> Timely feedback on student work <input type="checkbox"/> Video conferencing
Requisites		
Method of Instruction		
Grading		
Material Fees		
Course and Program Status		Explain how methods of evaluation are accomplished <div></div>

Student Learning Outcomes		<div>Video Conferencing</div> Explain how methods of evaluation are accomplished <div></div>
Textbook		
Library Resources (other than textbooks)	1/1	
Homework		
Advisory/Recommended Prep		
Requisites		Describe a sample assignment for this course <div></div>
Method of Instruction		
Grading		
Material Fees		
Course and Program Status		Describe accommodations for students with disabilities <div></div>
Course and Program Status - Transfer Info		
General Education Status		
Distance Education		
Codes/Dates		

Codes/Dates

In the Codes/Dates section of the proposal, enter details about the applicable codes and activation dates for this course proposal. You will need to scroll down to complete all fields. Save this information.

New Course: Sample New Course

Status: Draft

LaunchDelete Draft

Main6/6

Units/Hours/Content1/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks)1/1

Homework

Advisory/Recommended Prep

Requisites

Method of Instruction

Grading

Material Fees

Course and Program Status

Course and Program Status - Transfer Info

General Education Status

Codes/Dates

Last updated by Governet Support on 2/5/2015 at 3:39 PM

Originator *Support, Governet

Course Origination Date

First Semester Effective

First Year Effective

TOP Code

Legacy TOP Code

SAM Code

CIP Code

CID Code

Material Fee Code

Account #

Date Fee Added

Date Fee Removed

Course Credit Status

Minimum Semester Lecture Hours

Maximum Semester Lecture Hours

Minimum Semester Lab Hours

Maximum Semester Lab Hours

Total Hours

Course Control Number

Retake Code

Program Control Number

C-ID Number

Min FTE Lecture

Max FTE Lecture

Min FTE Lab

Max FTE Lab

Min FTE Lecture

Max FTE Lecture

Min FTE Lab

Max FTE Lab

Min Total FTE

Max Total FTE

Notes

Date

Board Approval Date

Revision Date

Program Review and Reports

The Codes/Dates section is the last section of the proposal. Before moving the proposal into the approval process, you may wish to review the proposal. You may do this by moving back through the section tabs, or by viewing reports.

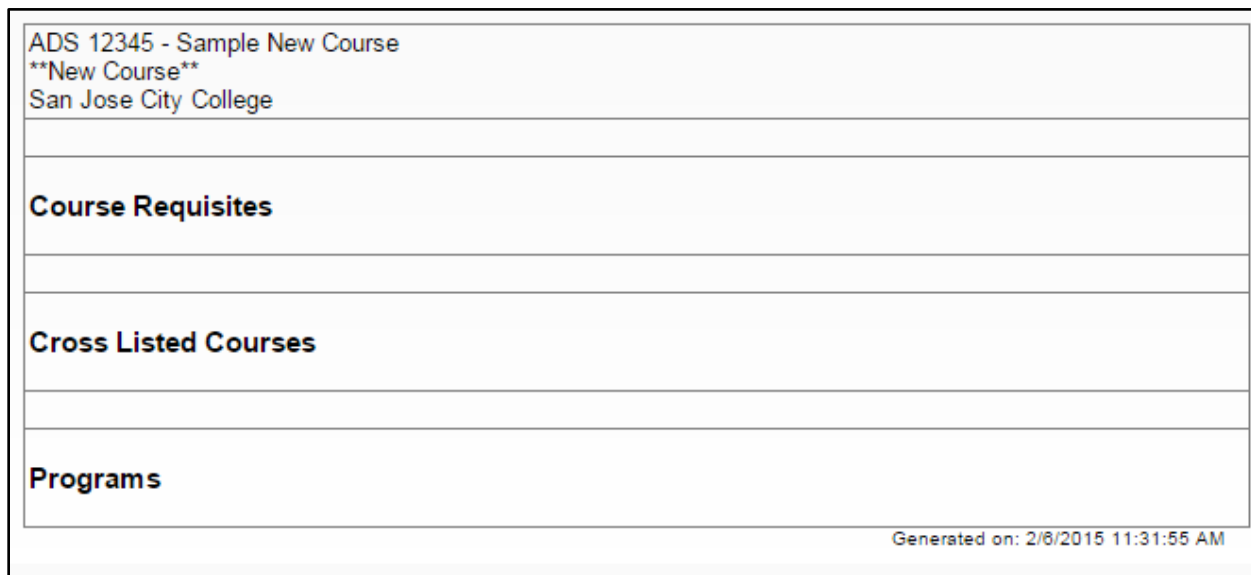
To view reports, from any page within the proposal, click the page icon under the proposal title.



Select the report you wish to view from the dropdown menu. You may select from the “Impact”, “All Fields”, or “Course Outline” reports. Each report will open in a new tab within your internet browser.



An “Impact” report summarizes Course Requisites, Cross Listed Courses, and Programs corresponding with the proposed course.



ADS 12345 - Sample New Course **New Course** San Jose City College
Course Requisites
Cross Listed Courses
Programs
Generated on: 2/6/2015 11:31:55 AM

The “All Fields” report compiles all fields and information within the proposal.

<i>All Fields Report - Course</i>	
Main	
Course Discipline	ADS
Course Number	12345
Course Title	Sample New Course
Short Title	Sample Course
Course Type	
C-ID	
Recommended for C-ID	
Which course descriptor are you requesting	
Hyperlink	

The “Course Outline” report summarizes the course outline.

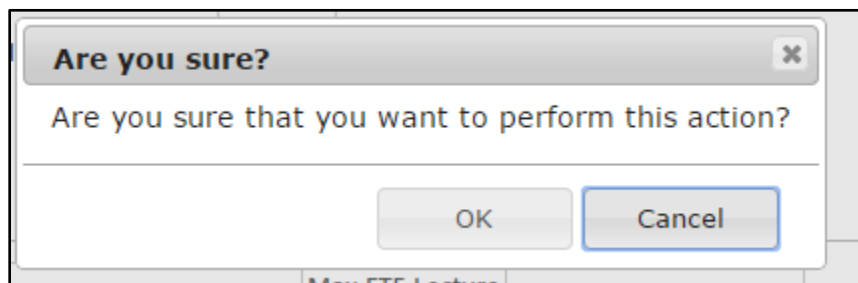
San Jose City College Course Outline of Record	Board Approval Date Revision Date Effective Term:
<ol style="list-style-type: none"> 1. Course Discipline and Number: ADS 12345 2. Course Title: Sample New Course 3. Units: 4. Catalog Description: <div style="margin-left: 40px;">Example catalog description for training purposes.</div> <ol style="list-style-type: none"> 5. Instruction Methodology: 6. Lecture Hours: <li style="margin-left: 20px;">Lab Hours: <li style="margin-left: 20px;">Total Contact Hours: 0 7. Grading: 8. Repeatability: 9. Transfer Status: 10. Learning Outcomes: <ol style="list-style-type: none"> 1. Organize information into a cohesive, eloquent presentation. 2. Demonstrate skills. 11. Course Content 	

Proposal Launch

After reviewing the course proposal, from any page within the proposal, click “Launch” to move the proposal into the approval process. You may also select “Delete Draft”, and the proposal will be deleted and all data will be deleted.

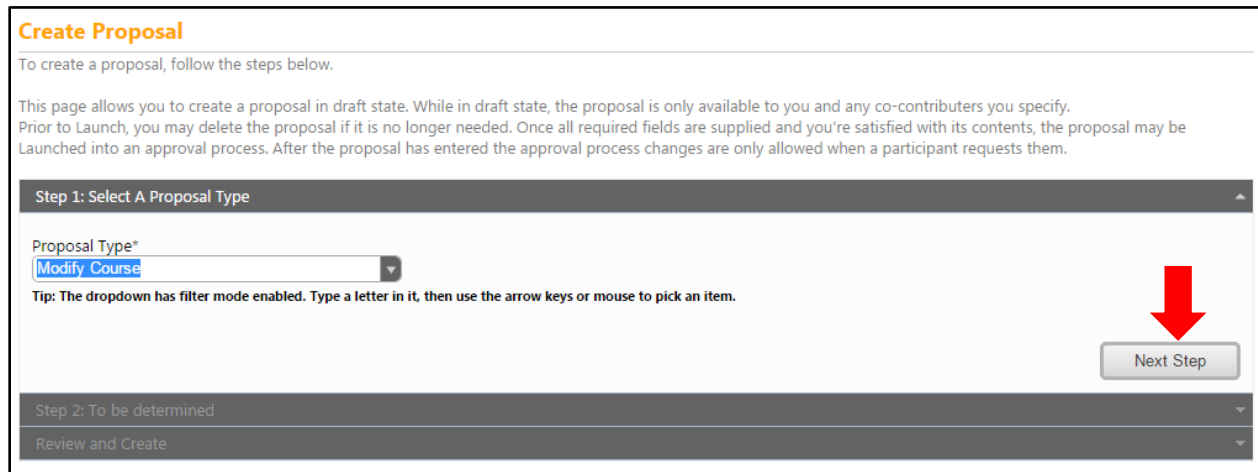


You will be asked to confirm your choice, as both actions are permanent and nonreversible.



Modify Course Proposal

To modify a course, create a Modify Course Proposal. In Step 1 of the Create Proposal process, select “Modify Course” from the Proposal Type dropdown menu, then press “Next Step”.



Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*
Modify Course

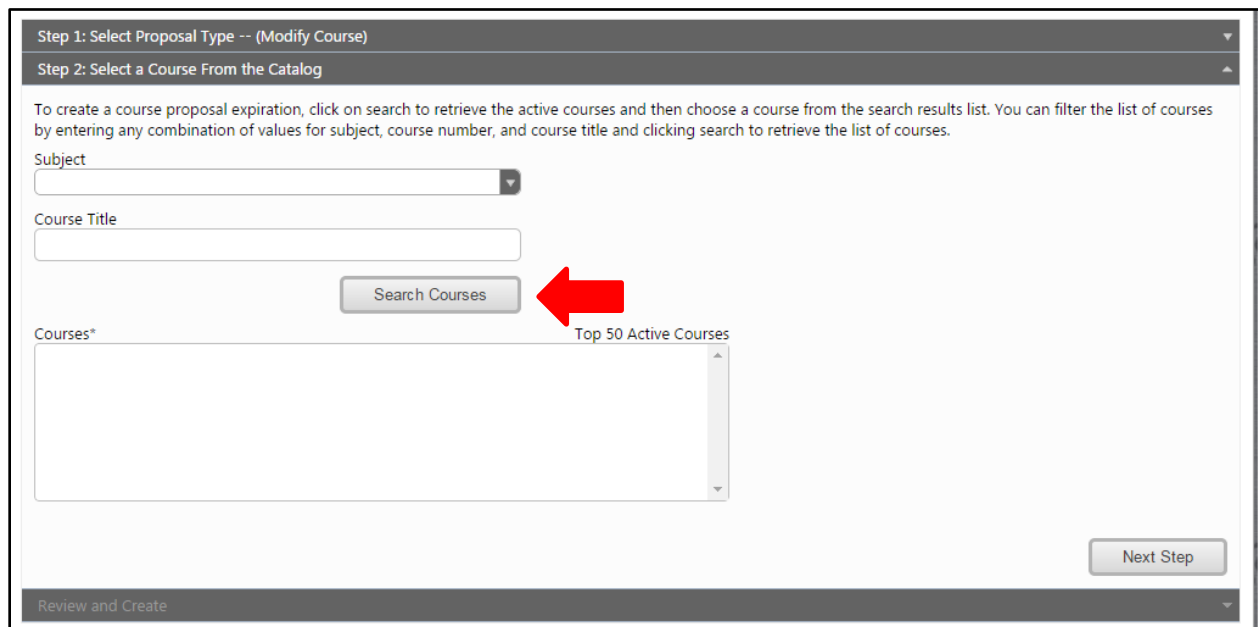
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2, select the Subject from the dropdown menu, then enter any keywords in the Course Title textbox, and click “Search Courses”.



Step 1: Select Proposal Type -- (Modify Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject

Course Title

Search Courses

Courses*
Top 50 Active Courses

Next Step

Review and Create

Select the course meeting your criteria that you wish to modify from the list that will appear under “Courses”, and click “Next Step”.

Step 1: Select Proposal Type -- (Modify Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject
(ANTH) Anthropology

Course Title
Anthropology

Search Courses

Courses* Top 50 Active Courses

- ANTH-062 - Introduction to Physical Anthropology
- ANTH-063 - Introduction to Social and Cultural Anthropology

Next Step

Review the course to be modified. If you need to make changes, click any previous step to edit. If this information is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Modify Course)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Modify Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course: **ANTH-062 - Introduction to Physical Anthropology**

If this is correct press Create Proposal to submit the new proposal to the Modify Proposal approval process.

Create Proposal

Work your way through the existing course proposal, making changes as needed. For details about the sections of the proposal, see the “New Course Proposal” section of this guide. Ensure that all required fields are completed.

Modify Course: ANTH-062 - Introduction to Physical Anthropology

Status: Draft Remaining Launch Requirements: 3 Launch Delete Draft

Main 5/6 Main

Units/Hours/Content 0/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks) 0/1

Homework

Advisory/Recommended Prep

Requisites

Course Discipline * ANTH - Anthropology

Course Number * 062

Course Title * Introduction to Physical Anthropology

Short Title * Intro to Physical Anthropology

Course Type

C-ID

☐ Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

After making changes, review the proposal by moving through the proposal sections, or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

Modify Course: ANTH-062 - Introduction to Physical Anthropology

Status: Draft Launch Delete Draft

Main 6/6 Main

Units/Hours/Content 0/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks) 0/1

Homework

Advisory/Recommended Prep

Requisites

Course Discipline * ANTH - Anthropology

Course Number * 062

Course Title * Introduction to Physical Anthropology

Short Title * Intro to Physical Anthropology

Course Type

C-ID

☐ Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

Select the report type from the dropdown menu. Most reports are described in the “New Course Proposal” section of this guide. The only report specific to the Modify Course Proposal is the “Comparison” report. Each report will open in a new tab within your internet browser.

Modify Course: ANTH-062 - Introduction to Physical Anthropology

Status: Draft Launch Delete Draft

Main 6/6 Main

Units/Hours/Content 0/1

Student Learning Outcomes

Textbook

Library Resources (other than textbooks) 0/1

Homework

Advisory/Recommended Prep

Requisites

Course Discipline * ANTH - Anthropology

Course Number * 062

Course Title * Introduction to Physical Anthropology

Short Title * Intro to Physical Anthropology

Course Type

C-ID

☐ Recommended for C-ID

Which course descriptor are you requesting

[Course Identification Numbering System website](#)

The “Comparison” report summarizes all fields in the proposal, with changes highlighted.

All Fields Comparison Report - Course	
Main	
Course Discipline	ANTH
Course Number	062
Course Title	Introduction to Physical Anthropology
Short Title	Intro to Physical Anthropology
Course Type	
C-ID	
Recommended for C-ID	
Which course descriptor are you requesting	
Hyperlink	
Justification	Here is the justification change.
Catalog Description	Students are introduced to the field of Physical Anthropology including the subtopics of biological, forensic, and medical anthropology. The course is designed to give students a general knowledge of biological, forensic, and medical anthropology.

After reviewing the proposal, move it into the approval process by clicking “Launch” at the top of any page within the proposal. You may also select “Delete Draft”, and all changes will be discarded and the proposal draft deleted.

Modify Course: ANTH-062 - Introduction to Physical Anthropology

Status: Draft

Launch

Delete Draft

Main

6/6

Main

Last updated by Governet Support on 2/6/2015 at 12:00 PM

You will be asked to confirm your choice, as both actions are permanent and nonreversible.

Are you sure?

Are you sure that you want to perform this action?

Yes

No

Deactivate Course Proposal

To delete or deactivate a course, in Step 1 of the Create Proposal process, select “Deactivate Course” from the Proposal Type dropdown menu, then click “Next Step”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Deactivate Course

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2 of the Create Proposal process, use the dropdown menu to select the Subject of the course to be deactivated, then enter any keywords in the Course Title text box, and click “Search Courses”.

Step 1: Select Proposal Type -- (Deactivate Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject

Course Title

Search Courses

Courses*

Top 50 Active Courses

Next Step

Review and Create

Select the course to be deactivated from the Courses list that meets your criteria, and click “Next Step”.

Step 1: Select Proposal Type -- (Deactivate Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject
(AIRC) Air Conditioning and Refrigeration

Course Title
service

Search Courses

Courses* Top 50 Active Courses

AIRC-132 - Refrigeration Service

Next Step

In Step 3, review the course to be deactivated. If you need to make changes, click on any previous step to edit. If this information is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Deactivate Course)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Deactivate Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course: **AIRC-132 - Refrigeration Service**

If this is correct press Create Proposal to submit the new proposal to the Deactivate Proposal approval process.

Create Proposal

Review the existing course proposal to ensure that you wish to deactivate the course. For details about the sections of the proposal, see the “New Course Proposal” section of this guide. Ensure that all required fields are completed.

Deactivate Course: AIRC-132 - Refrigeration Service

Status: Draft

Launch Delete Draft

Main 6/6 Main Last updated by Governet Support on 2/6/2015 at 12:25 PM

Units/Hours/Content 1/1

Student Learning Outcomes

Textbook

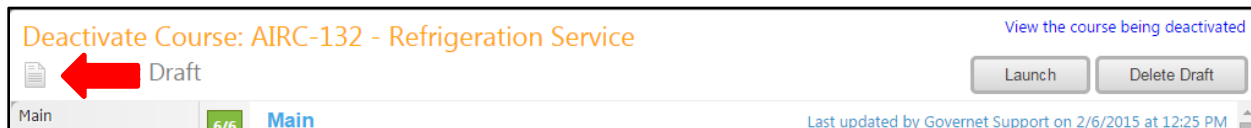
Course Discipline * AIRC - Air Conditionin

Course Number * 132

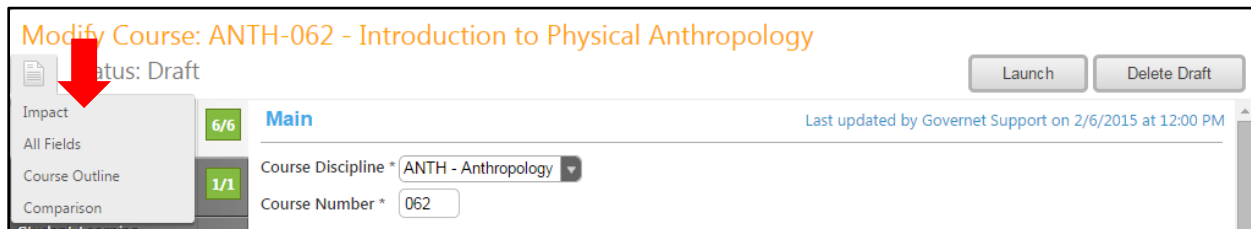
Course Title * Refrigeration Service

Short Title * Refrigeration Service

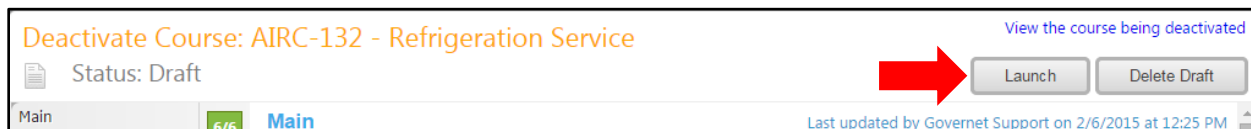
After making changes, review the proposal by moving through the proposal sections, or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.



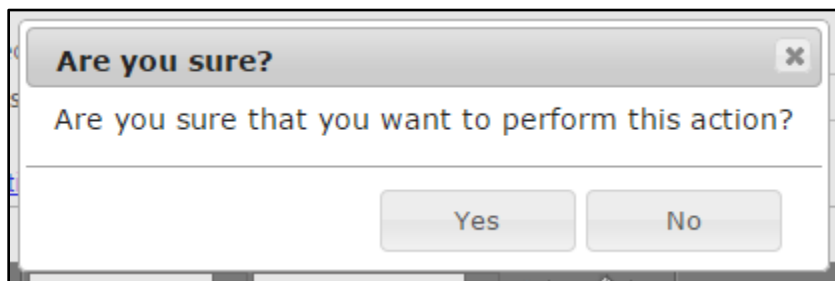
Select the report type from the dropdown menu. Reports are described in the “New Course Proposal” and “Modify Course Proposal” sections of this guide.



After reviewing the course and ensuring that you wish to deactivate the course, click “Launch” at the top of any page within the proposal, or select “Delete Draft” to remove the deactivation proposal.



You will be asked to confirm your choice, as both actions are permanent and nonreversible.



New Program Proposal

To create a New Program Proposal, in Step 1 of the Create Proposal Process, select “New Program” from the Proposal Type dropdown menu, then press “Next Step”.

Create Proposal
To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*
New Program

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2 of the Create Proposal process, select the Division, Department, and Award Type from the dropdown menus, and then enter the Program Title in the textbox. All fields are required, as indicated by the *. Click “Next Step” after entering this information.

Step 1: Select Proposal Type -- (New Program)

Step 2: Create Program Proposal

To create a program proposal, choose a division, department and award type and enter a program title.

Division*

Department*

Award Type*

Program Title*

Next Step

Review and Create

In Step 3, review the program information you provided. If edits are required, click any previous step to make changes. If this information is correct, click “Create Proposal”.

In this guide, we will use the Associates in Arts for Transfer award type as an example, but the process is the same for all award types.

Step 1: Select Proposal Type -- (New Program)


Step 2: Create Program Proposal

Review and Create

You've chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Division: Language Arts
Department: FORIEGNANDSIGNLANGDEPT
Award Type: Associate in Arts for Transfer
Program Title: Sample Program for Training Purposes

If this is correct press Create Proposal to submit the new proposal to the New Proposal approval process.


Create Proposal

Main

You will begin at the “Main” section of the proposal. Move between sections of the proposal by using the dark gray tabs to the left of the proposal.

Provide as much information as possible, being sure to justify the new program. The Degree/Certification Name, Department, and Award Type will pull from the proposal creation process. Use the dropdown menus to select the Proposed Implementation Term and enter the Year to implement the new program. Enter the Reason for Proposing, the Relationship to the mission of the college, Similar Degree/Certificates at other colleges in service area, and Adequacy of resources (include additional needs including staffing, space, library and technology resources, etc.) in the appropriate text boxes. Save this information, and move the “Description” section of the proposal.

New Program: Sample Program for Training Purposes

Status: Draft

LaunchDelete Draft

Main	<div><h4>Main</h4><div>Last updated by Governet Support on 2/6/2015 at 12:51 PM</div><div><h5>Program Information</h5><div>Degree/Certificate NameSample Program for Training Purposes</div><div>DepartmentFORIEGNANDSIGNLANGDEPT</div><div>Award TypeAssociate in Arts for</div></div><div><h5>Proposal Information</h5><div>Proposed Implementation Term</div><div>Year</div><div>Reason for Proposing</div><div>Relationship to the mission of the college</div><div>Similar Degree/Certificates at other colleges in service area</div><div>Adequacy of resources (include additional needs including staffing, space, library and technology resources, etc.)</div></div></div>
Description	
Learning Outcomes (PLOs)	
Course Blocks	
Attach Files	
Codes	

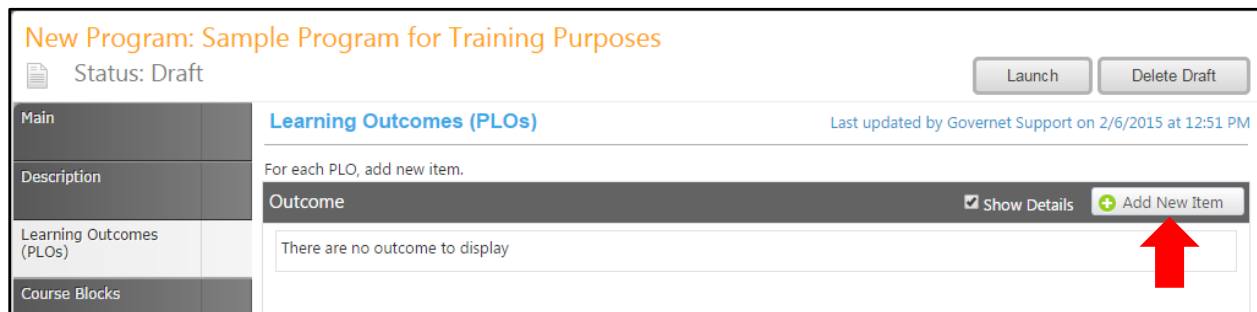
Description

In the Description section of the proposal, enter the program description in the text box. The Description textbox contains editing tools, allowing you to among other things, italicize text or format information into an outline. After entering this information, save, and move to the “Learning Outcomes (PLOs)” tab.

The screenshot displays a web interface for creating a new program. The title is "New Program: Sample Program for Training Purposes". Below the title, there is a "Status: Draft" label and two buttons: "Launch" and "Delete Draft". On the left side, there is a sidebar with a "Main" section containing a "Description" tab (which is active) and several other tabs: "Learning Outcomes (PLOs)", "Course Blocks", "Attach Files", and "Codes". The main content area is titled "Description" and shows a text editor. The text editor has a toolbar with various formatting options. Red brackets and labels identify specific tool groups: "Special Editing Tools" points to the leftmost icons (undo, redo, link, unlink, list, link icon); "Text Appearance Tools" points to the font and size dropdowns; and "Text Alignment Tools, including outline tools" points to the alignment and list icons on the right side of the toolbar. The text editor area is currently empty.

Learning Outcomes (PLOs)

In the Learning Outcomes (PLOs) section of the program proposal, click “Add New Item” to add a learning outcome for the program.



New Program: Sample Program for Training Purposes

Status: Draft

Launch Delete Draft

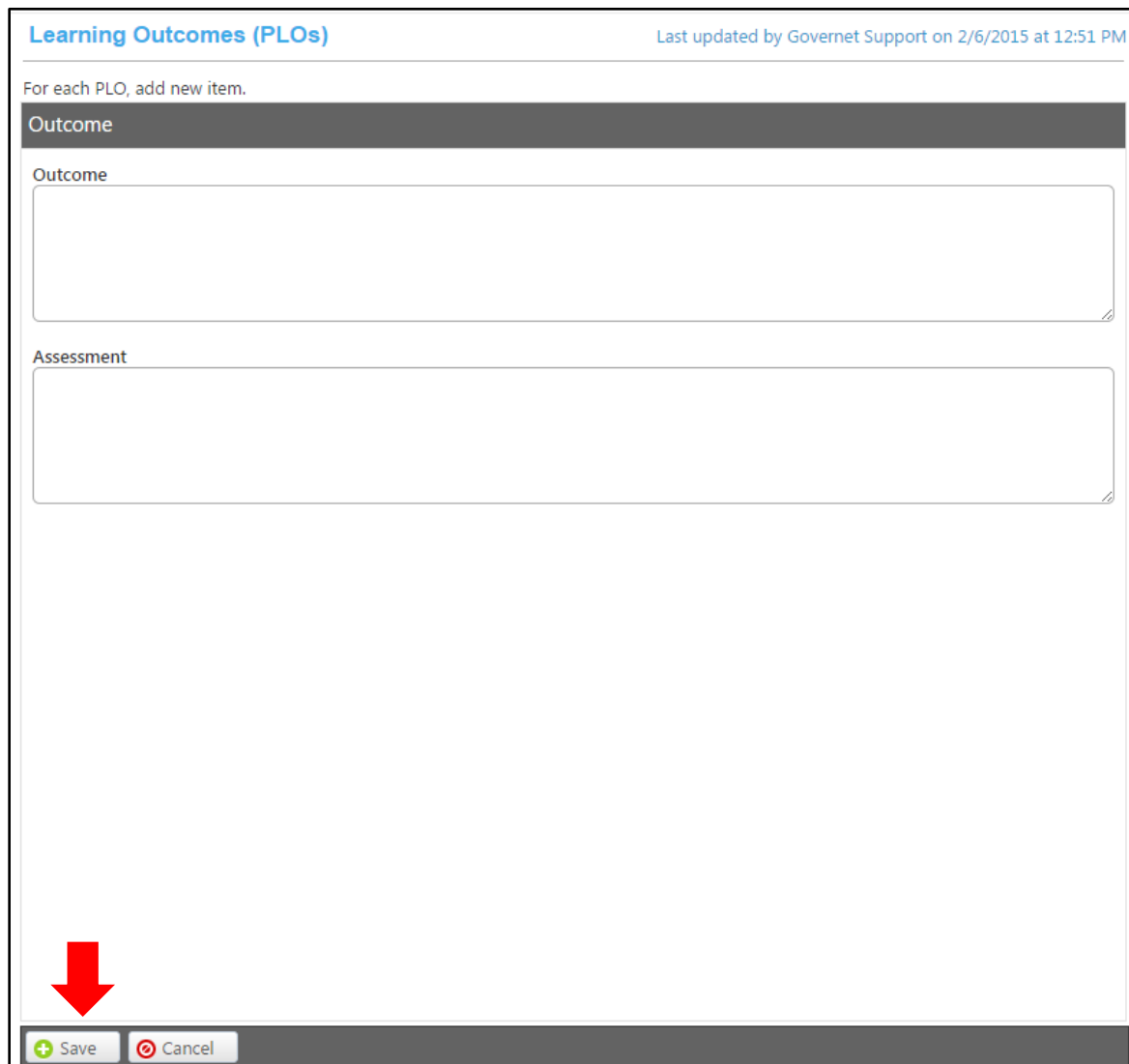
Main Learning Outcomes (PLOs) Last updated by Governet Support on 2/6/2015 at 12:51 PM

Description For each PLO, add new item.

Outcome ☒ Show Details + Add New Item

There are no outcome to display

Enter each outcome individually. Enter the Outcome and Assessment in the appropriate textboxes. Click “Save” to add the outcome to the proposal.



Learning Outcomes (PLOs) Last updated by Governet Support on 2/6/2015 at 12:51 PM

For each PLO, add new item.

Outcome

Outcome

Assessment

+ Save Cancel

To edit Program Outcomes, click the blue bar containing the outcome to make changes. To reorder outcomes, use the up and down arrows to the right of the bar, or to delete, click the red “x”. After all outcomes are in place, select the “Course Blocks” section of the proposal.

New Program: Sample Program for Training Purposes

Status: Draft

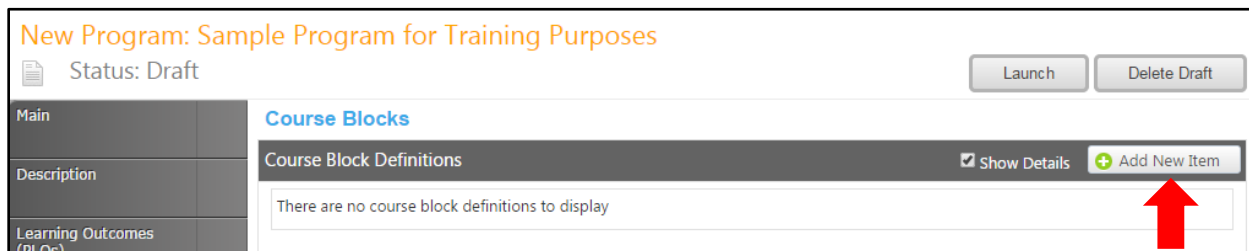
Launch

Delete Draft

Main	<div>Learning Outcomes (PLOs)<div>Last updated by Governet Support on 2/6/2015 at 12:51 PM</div></div>
Description	For each PLO, add new item.
Learning Outcomes (PLOs)	<div>Outcome<div><div>Show Details</div><div>Add New Item</div></div><div>Analyze requirements and proposals for an interactive project.</div><div>Assessment: Completion of courses A, B, and C.</div></div>
Course Blocks	

Course Blocks

In the Course Blocks section of the proposal, add information about the courses and other requirements of the program. To add a course block, click “Add New Item”.



New Program: Sample Program for Training Purposes

Status: Draft

Launch Delete Draft

Main

Description

Learning Outcomes (PI Os)

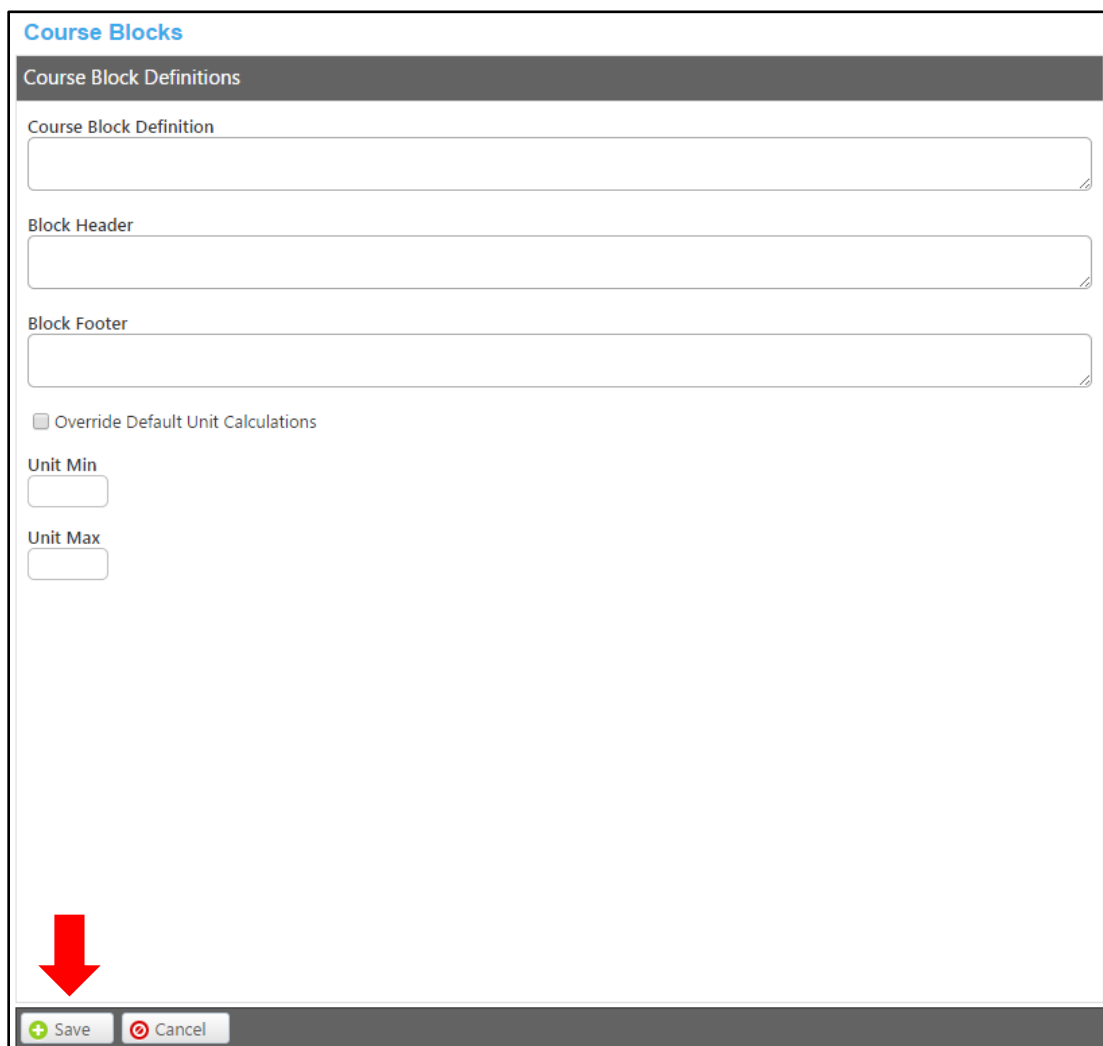
Course Blocks

Course Block Definitions

☑ Show Details + Add New Item

There are no course block definitions to display

Enter the description of the course block. Complete as much information as possible. The CurricUNet system will automatically calculate the units in the course block, based on the courses added to the block. To specify a different unit value or range of values, select Override Default Unit Calculations, and enter the Unit Min and Unit Max. The Unit Max must be equal to or greater than the Unit Min. Click “Save” to add the course block.



Course Blocks

Course Block Definitions

Course Block Definition

Block Header

Block Footer

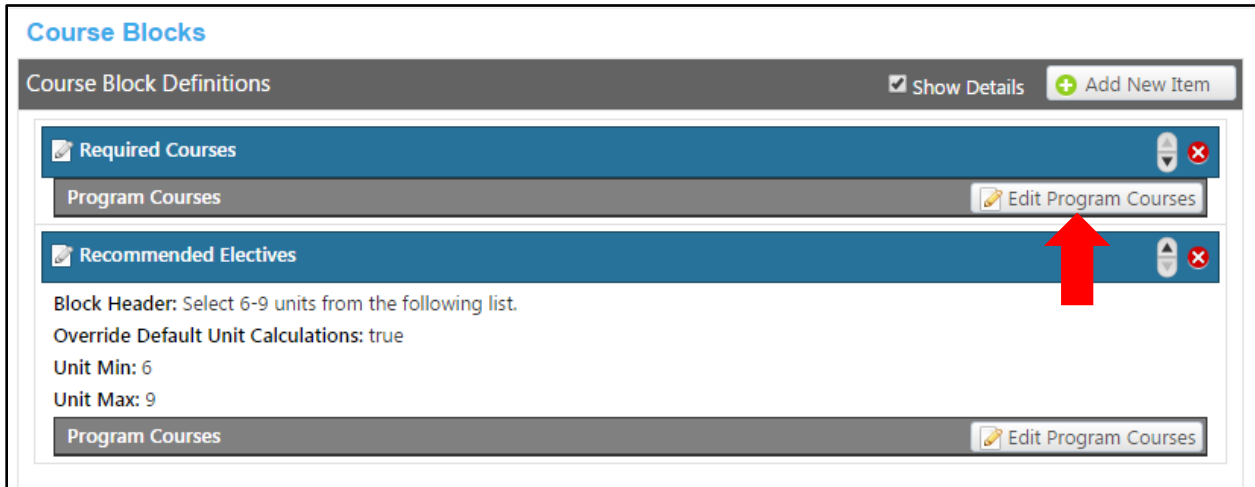
☐ Override Default Unit Calculations

Unit Min

Unit Max




+ Save Cancel

To add courses or non-course requirements to the course block, click “Add Program Courses”.






Course Blocks

Course Block Definitions ☒ Show Details [+ Add New Item](#)

Required Courses   

Program Courses [Edit Program Courses](#)

Recommended Electives   

Block Header: Select 6-9 units from the following list.
Override Default Unit Calculations: true
Unit Min: 6
Unit Max: 9

Program Courses [Edit Program Courses](#)

A red arrow points to the "Edit Program Courses" button in the "Recommended Electives" section.

Click “Add New Item” to add a course.



Course Blocks

Program Courses ☒ Show Details [+ Add New Item](#)

There are no program courses to display

A red arrow points to the "Add New Item" button.

Add each course or non-course requirement individually. Use the dropdown menu to select the Subject and Course. If the requirement is not a course, enter this information in the Non-Course Requirements. If you are entering multiple courses , and “nesting” is needed you can use the and/or conditions. For example, this course block has a requirement of Engl 101 or Engl 102 and 101A. If the course is offered for a range of units, but only a specific subset within that range will meet the requirement, enter the Units Low and Units High that will apply. If the requirement has an exception or note to be applied (for instance, if a student must take this course within a certain time frame of admission to the program, or must earn a certain grade), enter a symbol or number in the Exception Identifier box, and enter the Exception in the text box. Use a different Exception Identifier for each exception. Click “Save” to add the course to the course block.

Course Blocks

Program Courses

Subject

Course

Non-Course Requirements

Condition


Unit Range

Units Low

Units High

Exception Identifier

Exception




To edit courses within the course block, click the blue bar containing the course. To reorder courses, use the up and down arrows to the right of the bar, or click the red “x” to delete a course. When all courses and non-course requirements have been added in the correct order, click “Done”.

Course Blocks

Program Courses


☒ Show Details

 ADS-070 - Introduction to Chemical Dependency 3.00 *Active*

Subject: ADS - Alcohol and Drug Studies


 ASTRO-010 - Introduction to Astronomy 3.00 *Active*

Subject: ASTRO - Astronomy

 ADS-074 - Ethics, and Personal and Professional Growth 3.00 *Active*


Subject: ADS - Alcohol and Drug Studies













 Done

Min Units 0 Max Units 0

To edit course blocks, click the blue bar containing the course block. To reorder course blocks, use the up and down arrows to the right of the bar, or click the red “x” to delete a course. When all course blocks, with the appropriate courses and non-course requirements, have been added in the correct order, move to the “Attach Files” tab.

New Program: Sample Program for Training Purposes

Status: Draft

Launch
 Delete Draft

Main

Description

Learning Outcomes (PLOs)

Course Blocks

Attach Files

Codes

Course Blocks

Course Block Definitions

☒ Show Details
 [+ Add New Item](#)

Required Courses

Program Courses

ADS-070 - Introduction to Chemical Dependency 3.00 *Active*
Subject: ADS - Alcohol and Drug Studies

ADS-074 - Ethics, and Personal and Professional Growth 3.00 *Active*
Subject: ADS - Alcohol and Drug Studies

Edit Program Courses

Recommended Electives

Block Header: Select 6-9 units from the following list.
 Override Default Unit Calculations: true
 Unit Min: 6
 Unit Max: 9

Program Courses

APE-030E - Adapted Physical Education - Adapted Fitness for Life 0.50 - 1.00 *Active*
Subject: APE - Adaptive Physical Education

APE-056E - Adapted Physical Education - Adapted Weight Training 0.50 - 1.00 *Active*
Subject: APE - Adaptive Physical Education

DANCE-002 - Dance Appreciation 3.00 *Active*
Subject: DANCE - Dance

DANCE-011C - Ballet, Advanced 1.00 *Active*
Subject: DANCE - Dance

KINAW-052 - Intercollegiate Volleyball 3.00 *Active*
Subject: KINAW - Women's Sports

Edit Program Courses

[Back to Table of Contents](#)

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Attach Files

In the Attach Files section, add any supporting documents to the proposal. Click “Select” to browse your computer for appropriate files.

New Program: Sample Program for Training Purposes

Status: Draft

Launch Delete Draft

Main

Description

Learning Outcomes (PLOs)

Course Blocks

Attach Files Last updated by Governet Support on 2/6/2015 at 12:51 PM

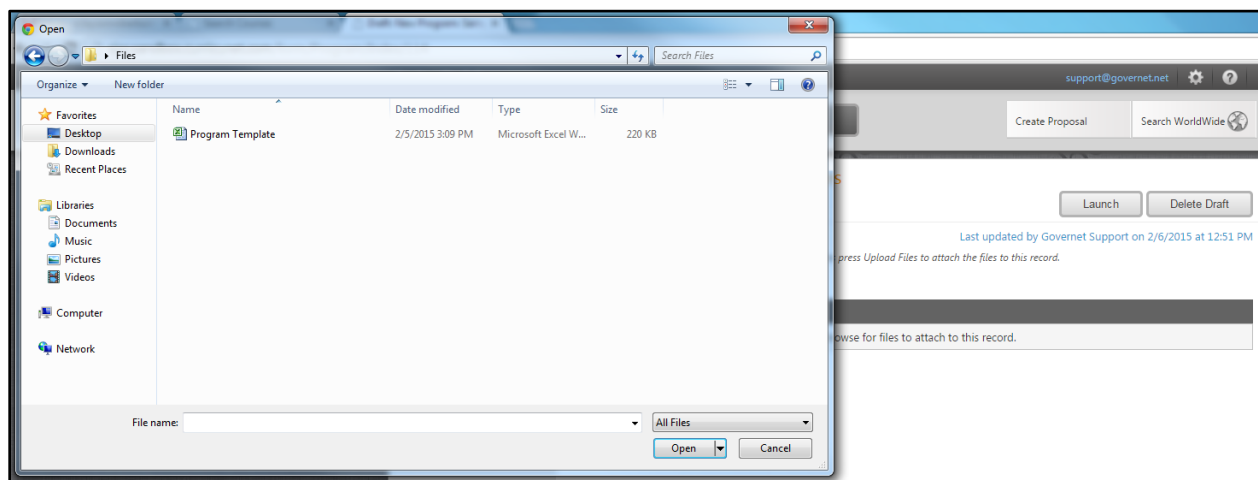
Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Select...

Attachments

There are no attachments to display. Press Select to browse for files to attach to this record.

Select the file(s) to be attached to the proposal, then click “Open”.



Review the files you selected, then click “Upload files” to officially add them to the proposal.

Attach Files Last updated by Governet Support on 2/6/2015 at 12:51 PM

Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Select...

Program Template.xlsx Remove


Upload files

Attachments

There are no attachments to display. Press Select to browse for files to attach to this record.

You may rename, view, or delete the file. After all files are attached, move to the “Codes” tab.

New Program: Sample Program for Training Purposes

 Status: Draft

LaunchDelete Draft

Main	<div><h4>Attach Files</h4><div>Last updated by Governet Support on 2/6/2015 at 12:51 PM</div><div>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</div><div>Select...</div></div>
Description	
Learning Outcomes (PLOs)	
Course Blocks	<div><h4>Attachments</h4><div>Program Template.xlsxView File</div></div>
Attach Files	
Codes	

Codes

In the Codes section of the proposal, select the codes and origination dates applicable to this proposed program.

The Codes section is the last section of the proposal. You may wish to review the proposal prior to launching it into the approval process. You may review the proposal by moving back through the proposal section, or by viewing reports.

New Program: Sample Program for Training Purposes

Status: Draft

LaunchDelete Draft

Main

Description

Learning Outcomes (PLOs)

Course Blocks

Attach Files

Codes

Codes

Last updated by Governet Support on 2/6/2015 at 12:51 PM

Entry of Special Dates

OriginatorSupport, Governet

Origination Date

TOP Code

Datatel Code

Unique Code (If Applicable)

CIP Code

CID Code

MIS Degree Code

☐ A = AA Degree

☐ S = AS Degree

MIS Certificate Code

☐ T = Certificate requiring 30-59 units

☐ L = Certificate requiring fewer than 30 units

☐ F = Certificate requiring 60+ units

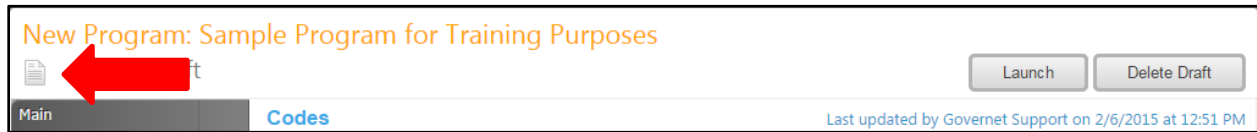
☐ O = Other Award

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Program Proposal Reports

To view program proposal reports, from any page within the proposal, click the page icon under the proposal title.



New Program: Sample Program for Training Purposes

Main Codes Last updated by Governet Support on 2/6/2015 at 12:51 PM

Launch Delete Draft

Select the report type you would like to view. Each report will open within a new tab in your internet browser.



New Program: Sample Program for Training Purposes

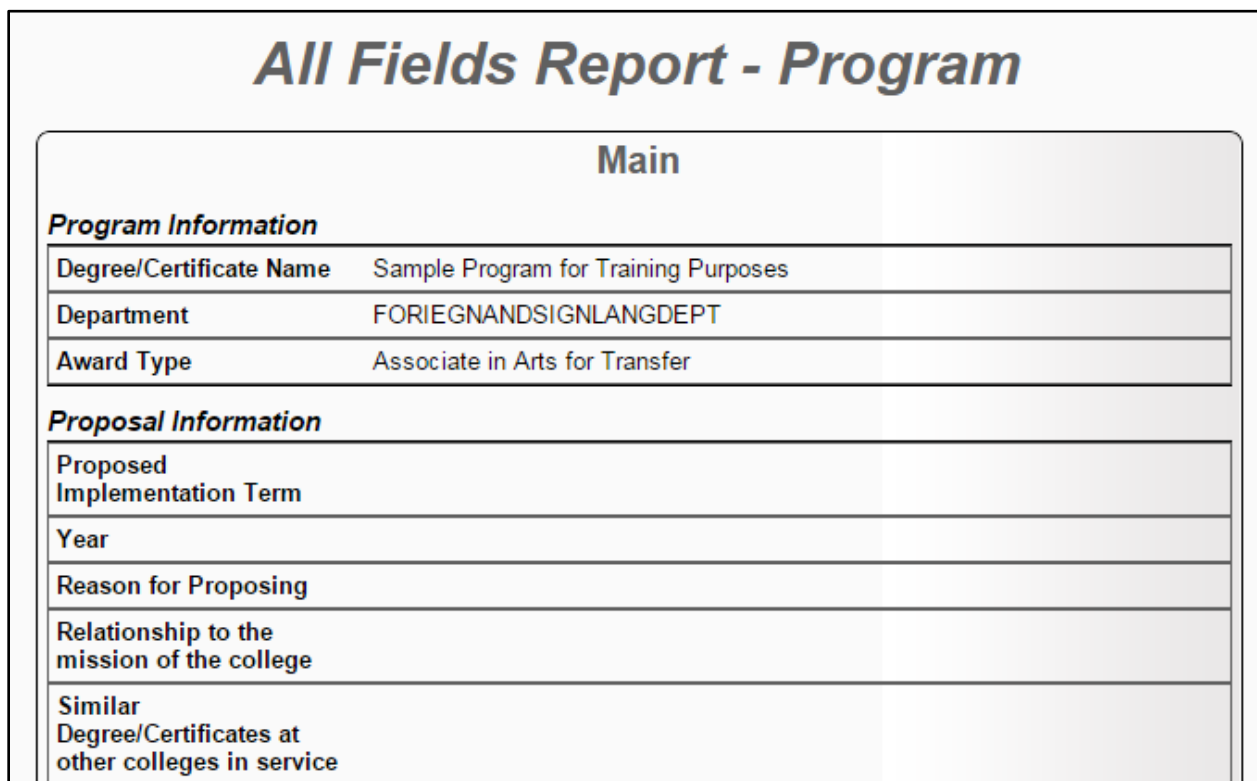
Status: Draft

All Fields Program Outline

Codes Entry of Special Dates Last updated by Governet Support on 2/6/2015 at 12:51 PM

Launch Delete Draft

The “All Fields” report summarizes all information and fields within the proposal.



All Fields Report - Program

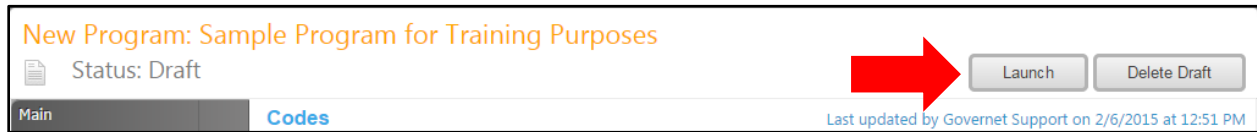
Main	
Program Information	
Degree/Certificate Name	Sample Program for Training Purposes
Department	FORIEGNANDSIGNLANGDEPT
Award Type	Associate in Arts for Transfer
Proposal Information	
Proposed Implementation Term	
Year	
Reason for Proposing	
Relationship to the mission of the college	
Similar Degree/Certificates at other colleges in service	

The “Program Outline” report shows the Description, Program Learning Outcomes, and Degree Requirements.

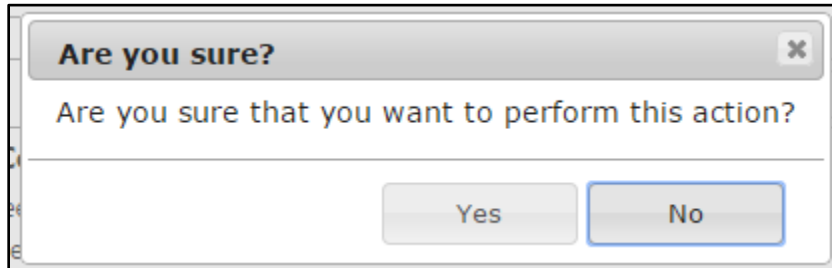
Sample Program for Training Purposes			
Associate in Arts for Transfer			
Description			
Program descriptions are generally a few paragraphs summarizing the course of study and goals of the program.			
Program Learning Outcomes			
Upon successful completion of this program, students will be able to:			
1. Analyze requirements and proposals for an interactive project.			
Degree Requirements:			
Required Courses			
			Course Credits
ADS	070	Introduction to Chemical Dependency	3
ADS	074	Ethics, and Personal and Professional Growth	3
Recommended Electives			
			Course Credits
Select 6-9 units from the following list. (Req CH:6 - 9)			
APF	030F	Adapted Physical Education - Adapted Fitness for Life	0.5 - 1

Proposal Launch

After reviewing the proposal, from any page within the proposal, click “Launch” at the top of the site. You may also select “Delete Draft”, which will delete the proposal draft and discard all changes.



You will be asked to confirm your choice, as both actions are permanent and nonreversible.



Modify Program Proposal

In Step 1 of the Create Proposal process, select “Modify Program” from the Proposal Type dropdown menu, and click “Next Step”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select A Proposal Type

Proposal Type*

Modify Program

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2, use the dropdown menus to select the Division and Department of the program you wish to modify. Enter any keywords in the Program Title textbox, and click “Search Programs”.

Step 1: Select Proposal Type -- (Modify Program)

Step 2: Select a Program From the Catalog

Division

Department

Program Title

Search Programs

Programs*

Top 50 Active Programs

Next Step

Review and Create

Select the program you wish to modify from the Programs list that meets your criteria. Click “Next Step”.

Step 1: Select Proposal Type -- (Modify Program)

Step 2: Select a Program From the Catalog

Division
Business and Workforce Development

Department
ACCOUNTINGBUSINESSSDEPT

Program Title
business

Search Programs

Programs* Top 50 Active Programs

- Business - Entrepreneurship
- Business - Entrepreneurship
- Business - Entrepreneurship
- Business -Management**
- Business -Management
- Business -Management
- Business -Marketing
- Business -Marketing

Next Step

Review the proposal to be modified. If you need to make changes, click any previous step to edit. If the program selected is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Modify Program)

Step 2: Select a Program From the Catalog

Review and Create

You've chosen to create a Modify Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program: Business -Management

If this is correct press Create Proposal to submit the new proposal to the Modify Proposal approval process.

Create Proposal

Work your way through the program proposal, making changes as necessary. For details about the sections of the proposal, see the “New Program Proposal” section of this guide.

Modify Program: Business - Entrepreneurship

Status: Draft

Launch Delete Draft

Main

Program Information

Degree/Certificate Name Business - Entrepreneurship

Department ACCOUNTINGBUSINESSDEPT

Award Type Certificate of Achievement

Proposal Information

Proposed Implementation Term

Year

Reason for Proposing

After making any necessary changes, before moving the proposal into the approval process, you may wish to review the proposal. You may do so moving between the proposal sections, or by viewing reports. To view reports, click the page icon under the proposal title.

Modify Program: Business - Entrepreneurship

Draft

Launch Delete Draft

Main

Last updated by Governet Support on 2/6/2015 at 3:16 PM

Program Information

Degree/Certificate Name Business - Entrepreneurship

Select the report you wish to view from the dropdown menu. Reports will open in a new tab within your internet browser. Reports are described in the “New Program Proposal” section of the proposal. The only unique report to the Modify Proposal process is the “Comparison” report.

Modify Program: Business - Entrepreneurship

Draft

Launch Delete Draft

Main

Last updated by Governet Support on 2/6/2015 at 3:16 PM

Program Information

Degree/Certificate Name Business - Entrepreneurship

All Fields


Program Outline

Comparison

The “Comparison” report summarizes all the fields within the proposal, with changes highlighted.

All Fields Comparison Report - Program	
Main	
Program Information	
Degree/Certificate Name	Business - Entrepreneurship
Department	ACCOUNTINGBUSINESSDEPT
Award Type	Certificate of Achievement - Level 3
Proposal Information	
Proposed Implementation Term	
Year	
Reason for Proposing	Modifications to the program
Relationship to the mission of the college	
Similar	

After reviewing the proposal, from any page within the proposal, click “Launch” at the top of the site. You may also select “Delete Draft”, which will delete the proposal draft and discard all changes.

Modify Program: Business - Entrepreneurship	
Status: Draft	 <input type="button" value="Launch"/> <input type="button" value="Delete Draft"/>
Main	Main <small>Last updated by Governet Support on 2/6/2015 at 3:16 PM</small>

You will be asked to confirm your choice, as both actions are permanent and nonreversible.

Are you sure? ✕	
Are you sure that you want to perform this action?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

Deactivate Program Proposal

In Step 1 of the Create Proposal process, select “Deactivate Program” from the Proposal Type dropdown menu, and click “Next Step”.

Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type

Proposal Type*

Deactivate Program

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2, use the dropdown menus to select the Division and Department of the program you wish to modify. Enter any keywords in the Program Title textbox, and click “Search Programs”.

Step 1: Select Proposal Type -- (Deactivate Program)

Step 2: Select a Program From the Catalog

Division

Department

Program Title

Search Programs

Programs*

Top 50 Active Programs

Next Step

Review and Create

[Back to Table of Contents](#)

Page 80

Select the program you wish to modify from the Programs list that meets your criteria. Click “Next Step”.

Step 1: Select Proposal Type -- (Deactivate Program)

Step 2: Select a Program From the Catalog

Division
Counseling

Department
COUNSELINGDEPT

Program Title
arts

Search Programs

Programs*
Liberal Arts - Arts and Humanities
Liberal Arts - Scientific Inquiry and Quantitative Reasoning
Liberal Arts - Social and Behavioral Sciences

Top 50 Active Programs

Next Step

Review the proposal to be deactivated. If you need to make changes, click any previous step to edit. If the program selected is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Deactivate Program)

Step 2: Select a Program From the Catalog

Review and Create

You've chosen to create a Deactivate Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program: Liberal Arts - Arts and Humanities

If this is correct press Create Proposal to submit the new proposal to the Deactivate Proposal approval process.

Create Proposal

Work your way through the program proposal, making changes as necessary. For details about the sections of the proposal, see the “New Program Proposal” section of this guide.

Deactivate Program: Liberal Arts - Arts and Humanities

Status: Draft

Launch Delete Draft

Main

Program Information

Degree/Certificate Name Liberal Arts - Arts and Humanities

Department COUNSELINGDEPT

Award Type Associate in Arts

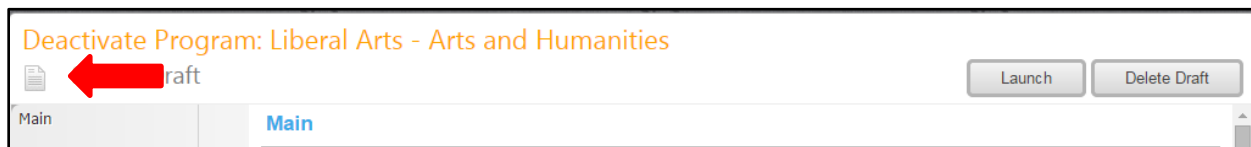
Proposal Information

Proposed Implementation Term

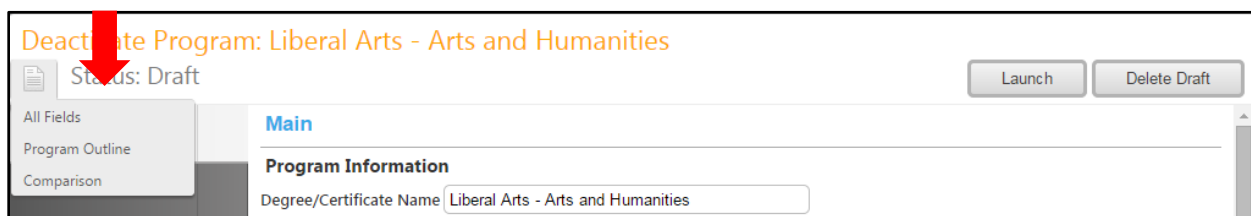
Year

Reason for Proposing

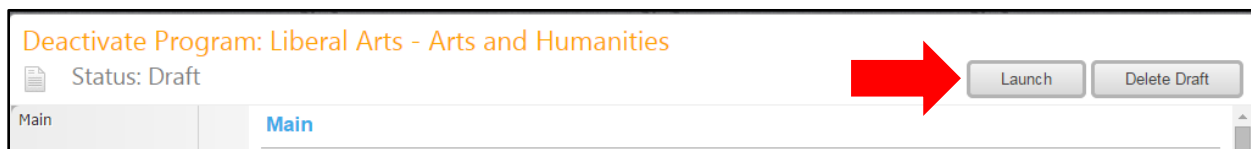
After making any necessary changes, before moving the proposal into the approval process, you may wish to review the proposal. You may do so moving between the proposal sections, or by viewing reports. To view reports, click the page icon under the proposal title.



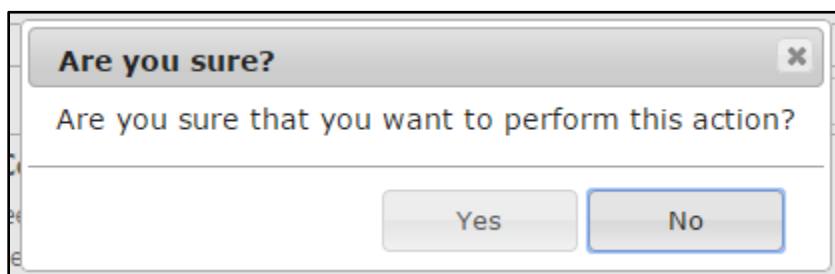
Select the report you wish to view from the dropdown menu. Reports will open in a new tab within your internet browser. Reports are described in the previous sections of this guide.



After reviewing the proposal, from any page within the proposal, click “Launch” at the top of the site. You may also select “Delete Draft”, which will delete the proposal draft and discard all changes.

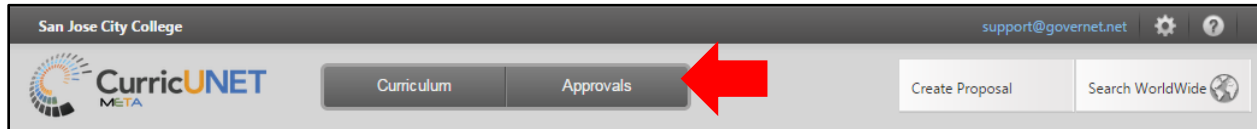


You will be asked to confirm your choice, as both actions are permanent and nonreversible.

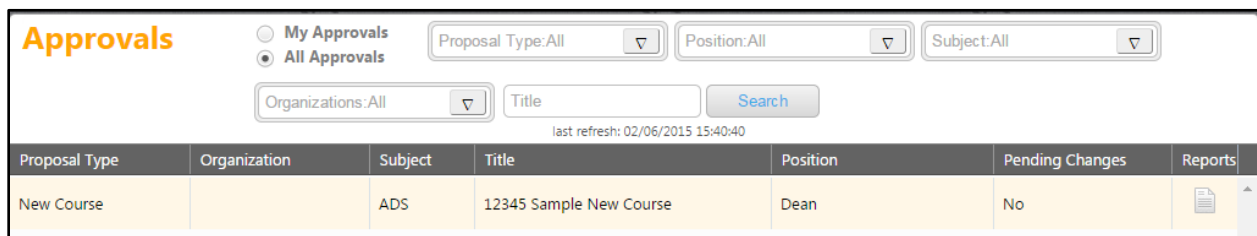


Approvals

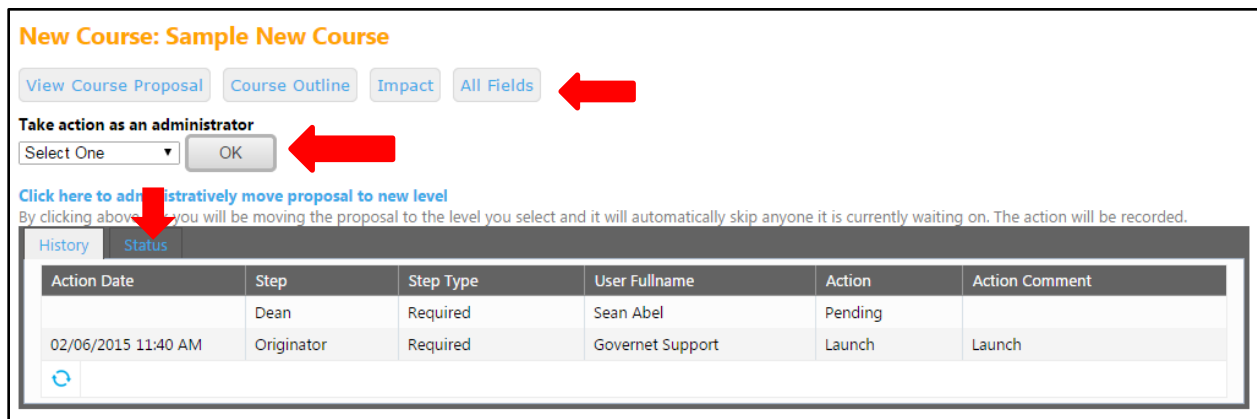
To view pending approvals, click the “Approvals” button at the top of the page. If you have any approvals waiting for you, there will be an orange box with a number in it, attached to the “Approvals” button.



To view a pending approval, click on the proposal. In this example, we will be viewing a New Course proposal, but the process is similar for all proposal types.



Depending on which type of actions your position has you will either see this screen:



Or this screen:

Approval Update for Academic Senate President
New Credit Course: test
[View Course Proposal](#)
Position Academic Senate President
Action
Comments

Commit

HistoryStatus

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Academic Senate President	Required	No users assigned		
08/05/2014 04:10 PM	Curriculum Chair	Required	Admin Admin	Approve	nice job
06/05/2014 11:43 AM	Curriculum Committee Member	Optional	Admin Admin	Review	no
	Art. Officer/DE Director	Required	No users assigned		
	Librarian	Optional	No users assigned		
06/05/2014 09:53 AM	Class Scheduler	Required	Admin Admin	Approve	
06/05/2014 09:49 AM	Originator	Required	Admin Admin	Launch	Launch

In the top example if you wish to view the course, you can select “View Proposal”. You can also view the proposal status graphically, by clicking “Status”. Use the drop down menu to select the action you wish to take on the proposal, and then click “OK”. This will move it to the next part of the approval process.

In the bottom example if you wish to view the course, you can select “View Proposal”. From this screen you will be able to make comments and take an action. You can also view comments made by previous reviewers. To take action click on the drop down menu next to “Action” and select your decision. After you have made your selection and added any desired comments click “Commit”. The proposal will then be sent to the next person in the approval process.