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Contra Costa CurricUNET User Manual

Building the Worldwide Curriculum Network

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Log In

Testing Website: contracosta.sandbox.curricunet.com

Email: yourname@contracosta.edu

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

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

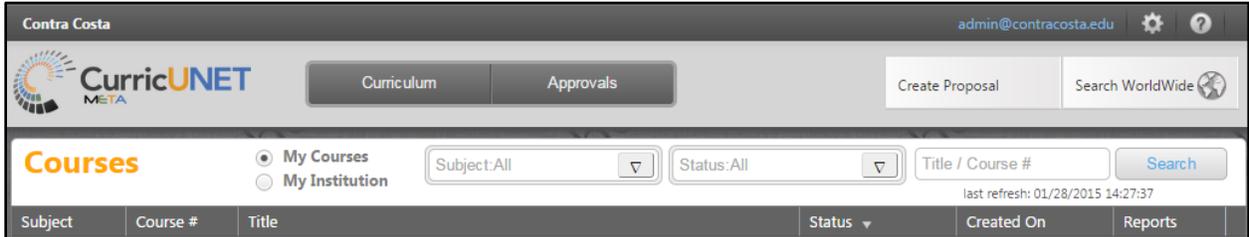


The image shows a login form for CurricUNET. At the top left is the CurricUNET logo, which consists of a stylized 'C' made of colorful dots and the text 'CurricUNET' in blue and orange. Below the logo, there are two input fields: 'Email' with the value 'admin@contracosta.edu' and 'Password' with four dots. Below the password field is a link for 'Forgot your password?'. At the bottom left is a checkbox labeled 'Remember me?'. To the right of the checkbox is a green button labeled 'Login'. Below the 'Login' button is a link for 'SSO'.

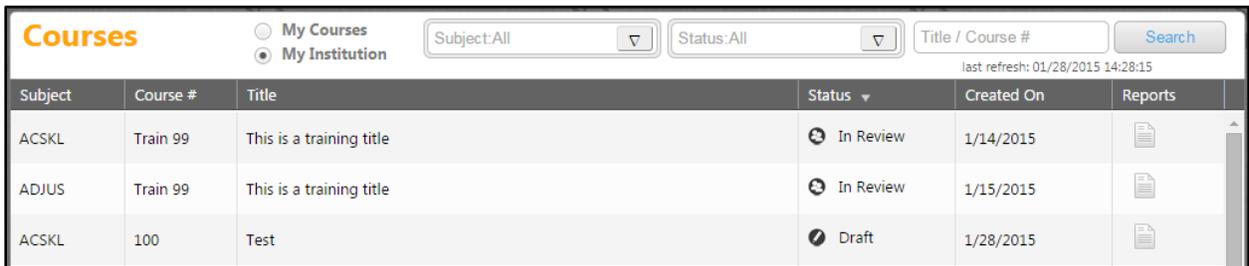
Viewing Courses & Programs

Courses

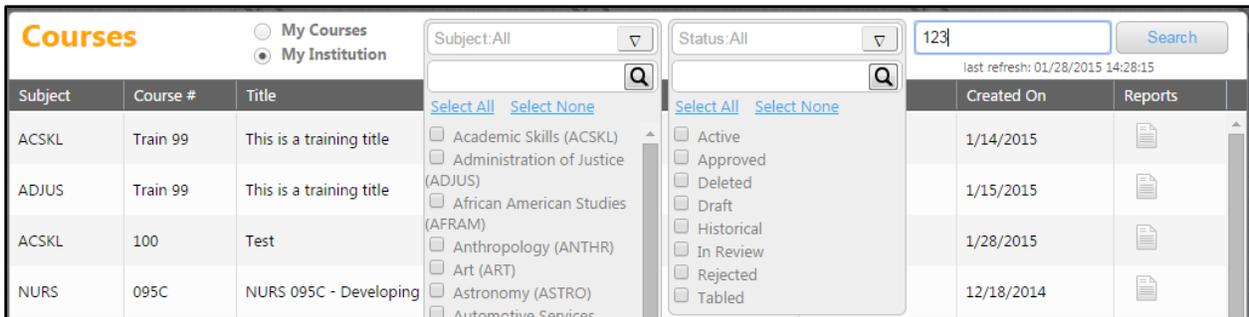
After logging in, you will arrive at the “Courses” page. The default is “My Courses”, courses you have ownership over.



To view all courses at Contra Costa, select “My Institution” and ‘Search’.



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.



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.

The screenshot shows the 'Courses' interface with the following data:

Subject	Course #	Title	Status	Created On	Reports
ACSKL	200	ACSKL 200 - Peer Tutoring Certification Level One	Active	12/18/2014	[Report Icon]
ACSKL	201	ACSKL 201 - Peer Tutoring Certification Level Two	Active	12/18/2014	[Report Icon]
ACSKL	Train 99	This is a training title	In Review	1/14/2015	[Report Icon]
ACSKL	100	Test	Draft	1/28/2015	[Report Icon]
ADJUS	Train 99	This is a training title	In Review	1/15/2015	[Report Icon]
ADJUS	222	ADJUS 222 - Basic Investigations	Active	12/18/2014	[Report Icon]

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

The screenshot shows the 'Courses' interface with a dropdown menu open over the 'Reports' column. The menu options are:

- Course Outline
- Impact
- All Fields

The "Course Outline" report produces a course outline.

Course Outline Contra Costa
Course Title: Peer Tutoring Certification Level One Course Number: ACSKL 200 Credit Hours: 0.50 Lecture: 9.00 hours Lab: 0.00 hours
This course will allow peer tutors to meet the training requirements for Level II certification by the College Reading and Learning Association (CRLA). Topics will include record keeping and case management, the characteristics of adult learners and learning styles, cultural awareness and intercultural communication, and tutoring in specific skill and subject areas. This course is recommended for tutors who have completed ACSKL 200. Not repeatable.
Generated on: 1/28/2015 2:51:30 PM

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

ACSKL 200 - Peer Tutoring Certification Level One **New Credit Course** Contra Costa
Course Requisites
Cross Listed Courses
Programs
Generated on: 1/28/2015 2:51:58 PM

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

All Fields Report - Course	
Cover	
Subject Area	ACSKL
Course Number	200
Full Name/Title	Peer Tutoring Certification Level One
Course Catalog Description	This course will allow peer tutors to meet the training requirements for Level II certification by the College Reading and Learning Association (CRLA). Topics will include record keeping and case management, the characteristics of adult learners and learning styles, cultural awareness and intercultural communication, and tutoring in specific skill and subject areas. This course is recommended for tutors who have completed ACSKL 200. Not repeatable.
Course Schedule Description	
Rationale	
Proposal Information	
Proposed Start- Semester	
Proposed Start Year	
Discipline(s)	
Units/Hours	
Class Hours	

To view a course, click on the course itself. This will bring you to a page where you can view the approval history of the course. You can access reports from this page as well, or “View Course Proposal”.

Contra Costa admin@contracosta.edu

CurricUNET META

Curriculum Approvals Create Proposal Search WorldWide

New Credit Course: ACSKL 200 - Peer Tutoring Certification Level One

View Course Proposal Course Outline Impact All Fields

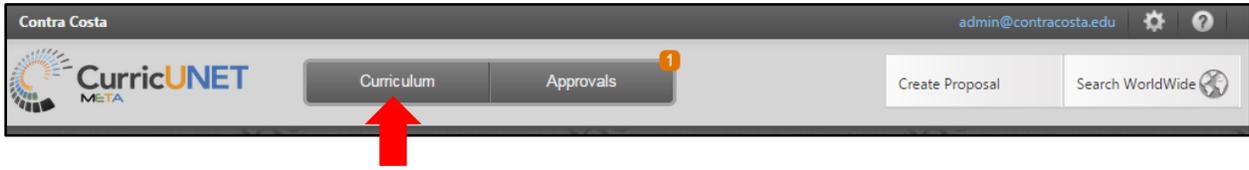
There is no approval history for this item. This is typically the case for items initially imported when CurricUNET launched.

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 an active proposal, you can do so here. For more information about the function of these tabs, see the “New Course Proposal” section of this guide.

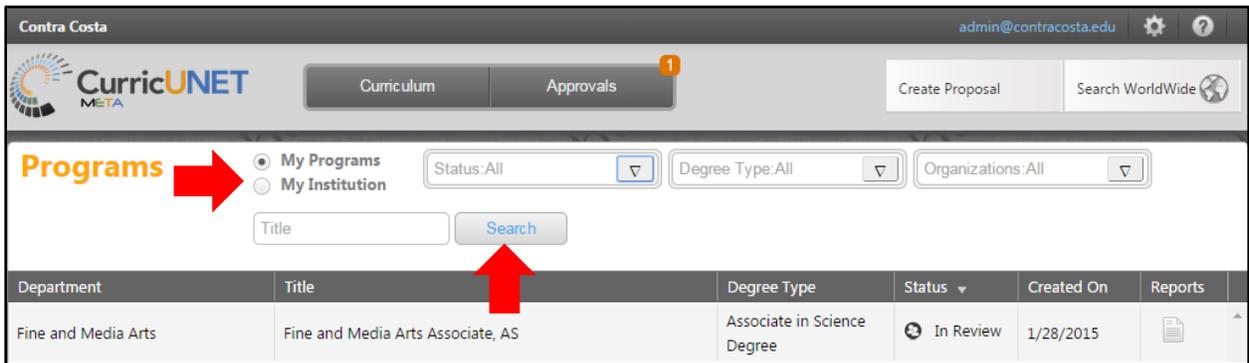
The screenshot shows a web interface for creating a new credit course. The title is "New Credit Course: ACSKL 200 - Peer Tutoring Certification Level One". Below the title, there are two links: "Status: Active" and "View Proposal History". On the left side, there is a vertical navigation menu with dark gray tabs for various sections: "Cover", "Units/Hours", "Requisites", "Course Objectives", "Degree/Transfer Applicability", "Course Outcomes", "Methods of Evaluation", "Methods of Instruction", "Assignments", and "Course Content". The "Cover" tab is currently selected, indicated by a yellow highlight and a "4/8" badge. The main content area for the "Cover" section contains several fields: "Subject Area *" with a dropdown menu showing "ACSKL - Academic Skills"; "Course Number *" with the value "200"; "Full Name/Title *" with the value "Peer Tutoring Certification Level One"; and "Course Catalog Description *" with a text area containing the following text: "This course will allow peer tutors to meet theytraining requirements for Level II certificationýby the College Reading and Learning Associationý(CRLA). Topics will include record keeping andýcase management, the characteristics of adultýlearners and learning styles, cultural awarenessýand intercultural communication, and tutoring inýspecific skill and subject areas. This course isýrecommended for tutors who have completed ACSKLy200. Not repeatable." Below this is a "Course Schedule Description *" field, which is currently empty.

Programs

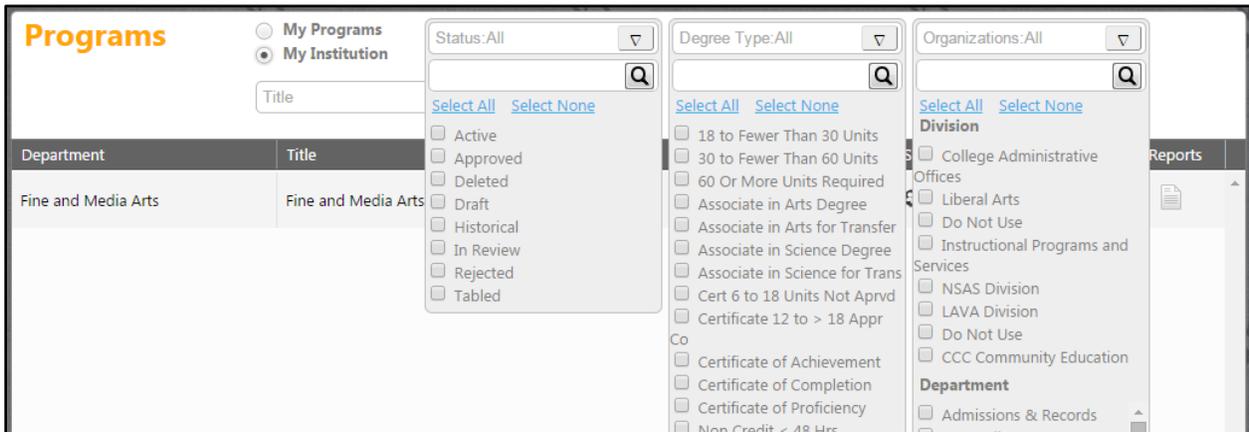
To view programs, select the “Curriculum” button at the top of the page, then select “Program” from the dropdown menu.



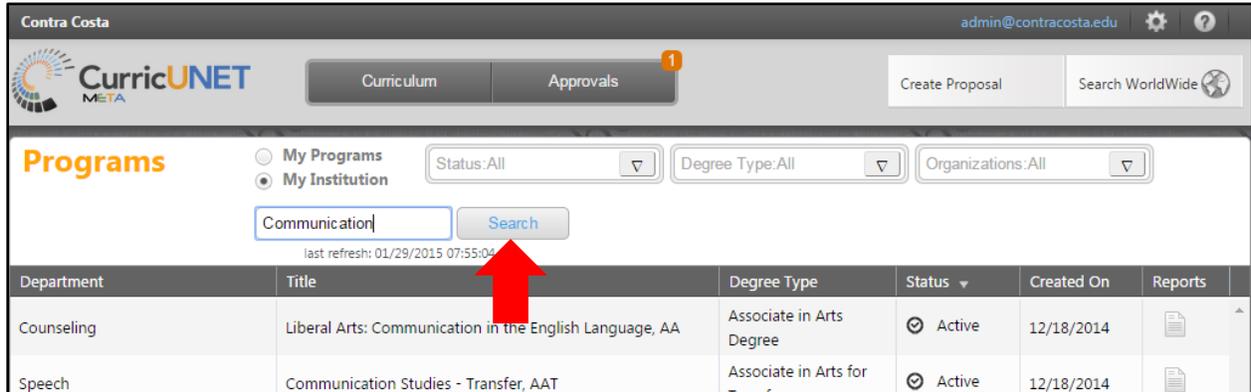
You will arrive at the “My Programs” page, where you can view any programs you have ownership of. To view all programs, select “My Institution” and “Search”.



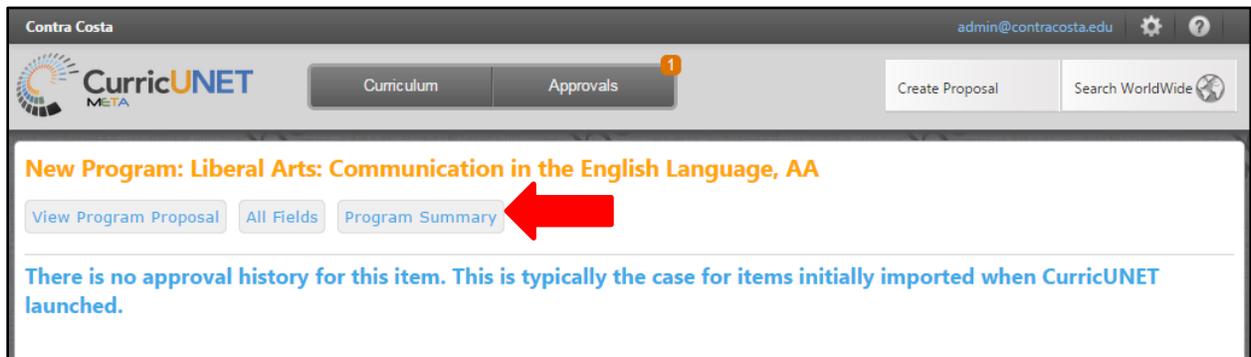
To search within programs, use the drop down menus to select the category(s) you would like to view. To search within programs, use the drop down menus to select the category(s) you would like to view. You will have to scroll down to view all departments.



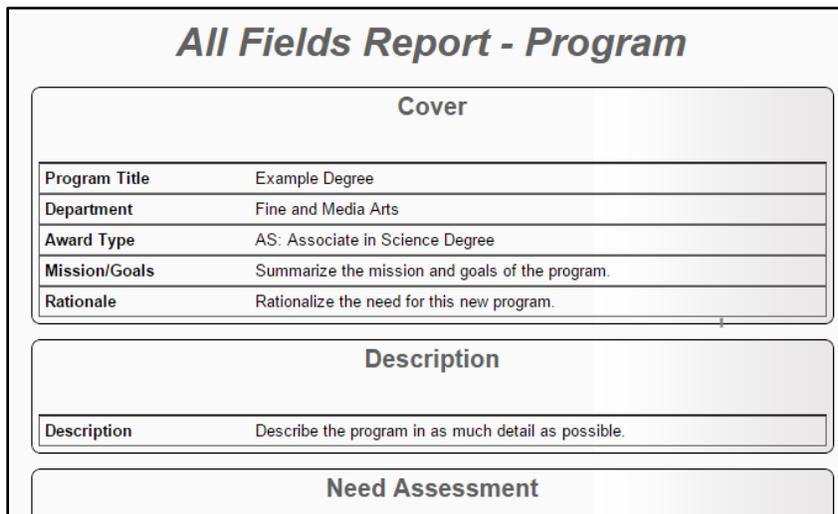
Manually close the dropdown menus by clicking the down arrow, enter any additional title keywords into the “Title” field, and click “Search”. To view a program, click on the program title.



When viewing a program, you will begin at the approval history page. From here, you can “View Program Proposal” or reports of “All Fields” or “Program Outline”. (You can also view these reports by clicking the page icon in the reports column of the previous page.)



An “All Fields” report will open in a new tab within your internet browser, and detail all the information in the program proposal.



A “Program Outline” report will also open in a new tab, and summarizes the program, focusing on the Description, Program Learning Outcomes, and Degree Requirements.

Liberal Arts: Communication in the English Language Associate in Arts Degree

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students who complete the program will be able to think critically and express their thoughts clearly about an issue using support that reflects multicultural, literary, scientific and/or mathematical thought and will be prepared to succeed in upper division coursework at a four-year college or university.

Degree Requirements:

RESID.C.09: Residency		Course Credits
Students are required to complete minimum 12.0 degree applicable units from Contra Costa College.		
AA.LACEC.C.13: AA.LACEC-Breadth		Course Credits
Complete 18.0 from the following. For Breadth, include at least two disciplines in your selection.		0
CIS	125 Computer Logic Concepts	3

Selecting “View Program Proposal” will allow you to view the program proposal form and, if you have the authority, edit certain fields. Use the dark gray tabs on the left to move between sections of the proposal. For more information about the function of these tabs, see the “New Program Proposal” section of this guide.

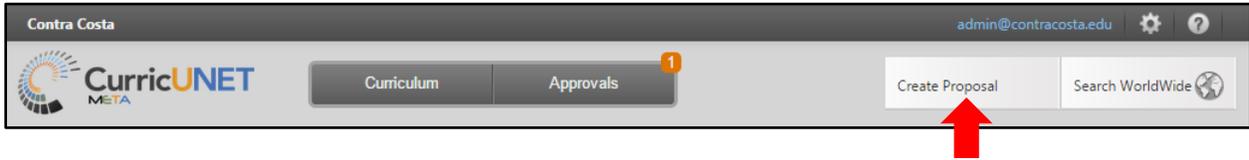
New Program: Fine and Media Arts Associate, AS

Status: In Review [View Proposal History](#)

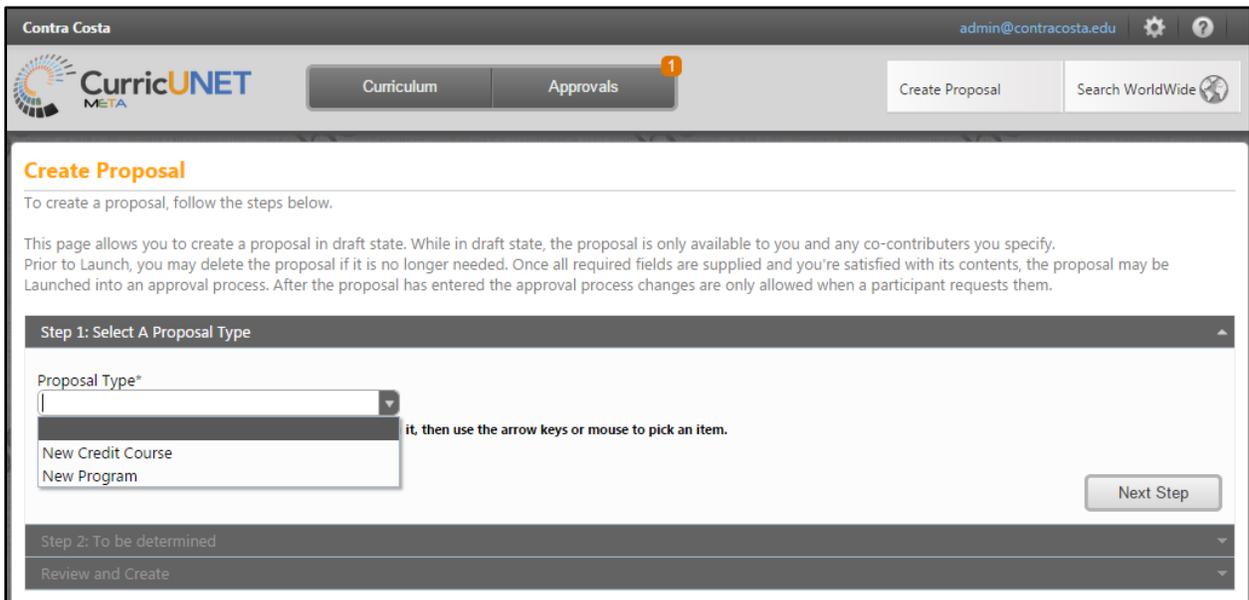
Cover	Cover Last updated by New Client Admin on 1/28/2015 at 3:47 PM
Description	Program Title * <input type="text" value="Fine and Media Arts Associate"/> Department <input type="text" value="Fine and Media Arts"/> Award Type * <input type="text" value="AS: Associate in Science Degree"/> Mission/Goals <div style="border: 1px solid gray; height: 40px; margin-top: 5px;"></div>
Need Assessment	
Staffing	
Operating Budget	

Proposals

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



In Step 1, you will select the proposal type.



New Course Proposal

Select “New Course from the Proposal Type dropdown menu in Step 1, 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*

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 *.

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 -- (New Credit 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 Credit 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: (SOCIO) Sociology
Course Number: 1234
Course Title: Example Course in Sociology
Course Description: Example catalog description.

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



Throughout the proposal, 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. Throughout the proposal, you will only be prompted to save if changes are made.

Main

The Course Proposal opens to the “Cover” section. Required fields are marked with an * and orange border. You will need to scroll down to view all fields. Complete all fields, particularly the required fields. The Subject Area, Course Number, Full Name/Title, and Course Catalog Description will self-populate, pulling from the Create Proposal. Enter the Course Schedule Description and Rationale in the text boxes.

New Credit Course: Example Course in Sociology

Status: Draft Remaining Launch Requirements: 5 Launch Delete Draft

Cover	4/8	Cover	Last updated by New Client Admin on 1/29/2015 at 8:41 AM
Units/Hours		Subject Area * <input type="text" value="SOCIO - Sociology"/>	
Requisites		Course Number * <input type="text" value="1234"/>	
Course Objectives		Full Name/Title * <input type="text" value="Example Course in Sociology"/>	
Degree/Transfer Applicability		Course Catalog Description * <input type="text" value="Example catalog description."/>	
Course Outcomes		Course Schedule Description * <input type="text"/>	
Methods of Evaluation	0/1	Rationale <input type="text"/>	
Methods of Instruction			
Assignments			
Course Content			
Course Lab Content			
Learning Resources (Texts)			
Attached Files			
New Course Information			
Distance Ed			

Use the dropdown menu to select the correct Proposed Start – Semester, and then enter the Proposed Start Year and Discipline(s) in the text boxes. The Proposed Start Year field requires a four digit number. Save your changes, then click on the “Units/Hours” tab.

Course Content	Rationale <div style="border: 1px solid #ccc; height: 100px;"></div>
Course Lab Content	
Learning Resources (Texts)	
Attached Files	
New Course Information	
Distance Ed	Proposal Information
Codes/Dates	Proposed Start- Semester * <input type="text" value=""/>
	Proposed Start Year * <input type="text" value=""/>
	Discipline(s) * <input type="text" value=""/>

Fields marked with * are required

Units/Hours

In the “Units/Hours” section, enter the units and scheduled hours for the course in the appropriate fields. If the course has variable Units or Hours, enter the minimum and maximum in the appropriate boxes. If the course does *not* have variable Units or Hours, enter the Units and Hours in the “Units – Max” and “... Hours – Max” fields. The Total Course Hours Min and Total Course Hours Max fields will automatically.

New Credit Course: Example Course in Sociology

Status: Draft Remaining Launch Requirements: 1

Cover Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Units/Hours	8/8	Units/Hours	
Requisites		Class Hours	
Course Objectives		Units - Min	Units - Max
Degree/Transfer Applicability		Lecture Hours - Min	Lecture Hours - Max
Course Outcomes		Lab Hours - Min	Lab Hours - Max
Methods of Evaluation	0/1	Composition Hours - Min	Composition Hours - Max
Methods of Instruction		Activity Hours - Min	Activity Hours - Max
Assignments		Lecture HBA Hours - Min	Lecture HBA Hours - Max
Course Content		Lab HBA Hours - Min	Lab HBA Hours - Max
Course Lab Content		Total Course Hours Min: <input type="text" value="0"/> Total Course Hours Max: <input type="text" value="0"/>	
Learning Resources (Texts)		Grading Method <input type="text"/>	
Attached Files		Class Maximum <input type="text"/>	
New Course Information		Repeatability	
		May be repeated <input type="text"/>	
		Rationale	
		<div style="border: 1px solid #ccc; height: 100px;"></div>	

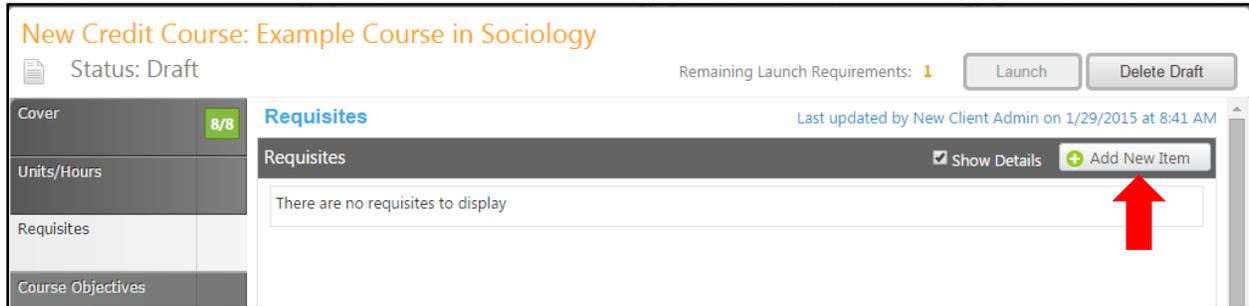
Enter the Class Maximum enrollment. Use the “May be Repeated” dropdown menu to select the Repeatability of the course, then enter the Rationale for the repeatability in the text box. When all fields have been completed, save this information, and move to the “Requisites” tab.

The screenshot shows a form with the following elements:

- Class Maximum:** A text input field.
- Repeatability:** A section header.
- May be repeated:** A dropdown menu with the following options:
 - 0 - Not Repeatable
 - 1 - May be Repeated Once
 - 2 - May be Repeated Twice
 - 3 - May be Repeated Three Times
 - 4 - May be Repeated Four Times
 - 5 - May be Repeated Five Times
 - 6 - May be Repeated Six Times
 - 7 - May be Repeated Seven Times
 - 8 - May be Repeated Nine Times
 - Unlimited - Unlimited Retakes for Non-Cred
- Rationale:** A large text input area.

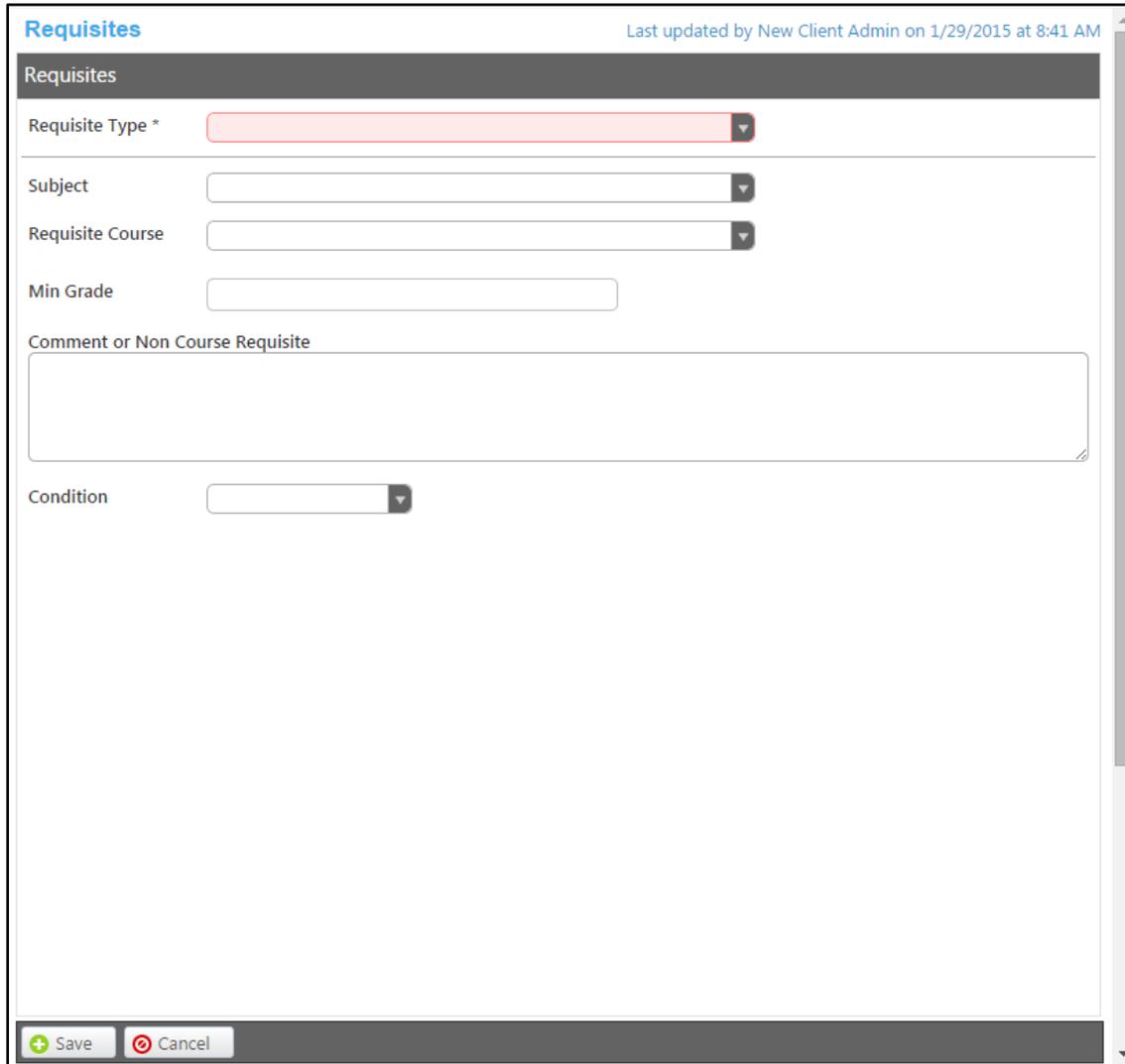
Requisites

To add a Requisite to the “Requisites” section, click the “Add New Item” button.



The screenshot shows the 'New Credit Course: Example Course in Sociology' interface. The status is 'Draft'. The 'Requisites' section is active, displaying 'There are no requisites to display'. A red arrow points to the '+ Add New Item' button in the top right corner of the Requisites section. Other buttons include 'Launch' and 'Delete Draft'.

To add a requisite course, use the dropdown menus to select the Requisite Type (Pre-requisite, Corequisite, or Advisory), Subject, and Requisite Course. If the requisite course must be passed with a minimum grade, enter that information in the Min Grade text box.



The screenshot shows the 'Requisites' form with the following fields:

- Requisite Type * (dropdown menu)
- Subject (dropdown menu)
- Requisite Course (dropdown menu)
- Min Grade (text box)
- Comment or Non Course Requisite (text area)
- Condition (dropdown menu)

At the bottom of the form are buttons for '+ Save' and 'Cancel'.

Requisite Type *	<input type="text"/>
Subject	Pre-requisite
Requisite Course	Corequisite
	Advisory
	Entry Skill

Subject	<input type="text"/>
Requisite Course	ACSKL - Academic Skills
Min Grade	ADJUS - Administration of Justice
Comment or Non Course Requisite	AFRAM - African American Studies
	ANTHR - Anthropology
	ART - Art
	ASTRO - Astronomy
	AUSER - Automotive Services
	BIOSC - Biological Science
	BOT - Business Office Technologies
	BUS - Business

Subject	ADJUS - Administration of Justice
Requisite Course	<input type="text"/>
Min Grade	ADJUS 120 - Introduction to Administration of Justice (Active)
Comment or Non Course Requisite	ADJUS 121 - Concepts of Criminal Law (Active)
	ADJUS 122 - Criminal Procedures (Active)
	ADJUS 124 - Introduction to Corrections (Active)
	ADJUS 125 - Report Preparation (Active)
	ADJUS 126 - Counseling and Placement (Active)
	ADJUS 127 - Youth Police Academy (Active)
	ADJUS 128 - Campus Police Aide Orientation (Active)
Condition	ADJUS 130 - Juvenile Procedures (Active)
	ADJUS 130 - Juvenile Procedures (Active)

Enter any Comments or Non Course Requisite in the textbox. The Condition dropdown menu allows you to indicate the relationship between this requisite and the next. If you are entering multiple requisites then the *and/or* condition applies to how this one relates to the next one that is entered. You are able to say that this requisite is required *and* the next one, *or* the next one.

Comment or Non Course Requisite	<input type="text"/>
Condition	<input type="text"/>
	and
	or

When the requisite is entered, click “Save”.

Requisites Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Requisites

Requisite Type *

Subject

Requisite Course

Min Grade

Comment or Non Course Requisite

Condition

To edit a requisite, select the blue bar. To reorder requisites, use the up and down arrows on the right of the blue bar. To delete a requisite, select the red “x” on the far right of the blue bar. When you have entered all requisites and are satisfied with their order, click on the “Course Objectives” tab.

New Credit Course: Example Course in Sociology

Status: Draft Remaining Launch Requirements: 1

Cover

Units/Hours

Requisites

Course Objectives

Degree/Transfer Applicability

Course Outcomes

Requisites Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Requisites Show Details

Pre-requisite

Subject: ADJUS - Administration of Justice
Requisite Course: ADJUS 120 - Introduction to Administration of Justice (Active)
Min Grade: B
Condition: and

Entry Skill

Comment or Non Course Requisite: Placement in Spanish 201

Course Objectives

In the “Course Objectives” section, enter objectives for student learning and competency. Enter each objective individually. Click “Add New Item” to add an objective.

New Credit Course: Example Course in Sociology

Status: Draft

Remaining Launch Requirements: 1

Launch Delete Draft

Cover 8/8

Course Objectives

Objective Show Details + Add New Item

There are no objective to display

Enter the objective in the Objective Text field, then click “Save”.

New Credit Course: Example Course in Sociology

Status: Draft

Remaining Launch Requirements: 1

Launch Delete Draft

Cover 8/8

Course Objectives

Objective

Objective Text

+ Save Cancel

To edit an objective, click the blue bar. To reorder objectives, use the up and down arrows to the right of the blue bar. Click the red “x” to delete an objective. When all objectives have been added in the correct order, move to the “Degree/Transfer Applicability” tab.

New Credit Course: Example Course in Sociology
Status: Draft
Remaining Launch Requirements: 1
Launch
Delete Draft

Course Objectives
Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Objective Show Details

- Identify sociological theories and place their originators on a timeline.
- Analyze differences and similarities among theories.

Degree/Transfer Applicability

In the “Degree/Transfer Applicability” section of the proposal, indicate if the course is degree applicable, then use the checkboxes to indicate the transfer status, and the General Education applicability. Save this information, then move to the “Course Outcomes” section.

New Credit Course: Example Course in Sociology

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Cover 8/8	<h4>Degree/Transfer Applicability</h4> <p>Last updated by New Client Admin on 1/29/2015 at 8:41 AM</p>
Units/Hours	Designation <input type="text"/>
Requisites	Proposed For
Course Objectives	<input type="checkbox"/> Course is Baccalaureate Level
Degree/Transfer Applicability	<input type="checkbox"/> CSU
Course Outcomes	<input type="checkbox"/> UC
Methods of Evaluation 0/1	<input type="checkbox"/> IGETC
Methods of Instruction	<input type="checkbox"/> TMC
Assignments	<input type="checkbox"/> C-ID
Course Content	General Education
Course Lab Content	CCC General Education
Learning Resources	<input type="checkbox"/> Language and Rationality (Area A1)
	<input type="checkbox"/> Arts and Humanities (Area C)
	<input type="checkbox"/> Social Sciences (Area D)
	<input type="checkbox"/> Oral Communication and Critical Thinking (Area A2)
	<input type="checkbox"/> Natural Science with Lab (Area B)
	<input type="checkbox"/> Math Proficiency (Area E)
	CCC Graduation & Competency Requirements
	<input type="checkbox"/> Health Education (Area F)
	<input type="checkbox"/> Physical Education Activity (Area G)
	<input type="checkbox"/> Information Competency (Area H)

Degree/Transfer Applicability

Last updated by New Client Admin on 1/29/2015 at 8:41 AM

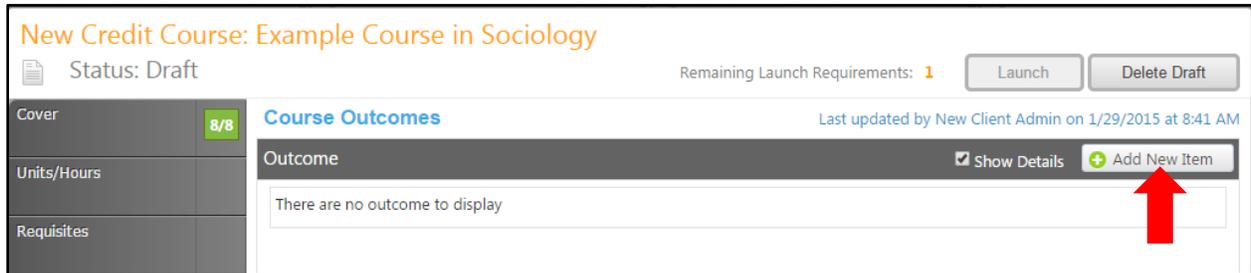
Designation

Proposed For

- Course is Credit Degree Applicable
- CSU Credit Non-Degree
- UC Non-Credit

Course Outcomes

In the “Course Outcomes” section, enter outcomes for student learning and competency. Enter each outcome individually. Click “Add New Item” to add an outcome.



New Credit Course: Example Course in Sociology

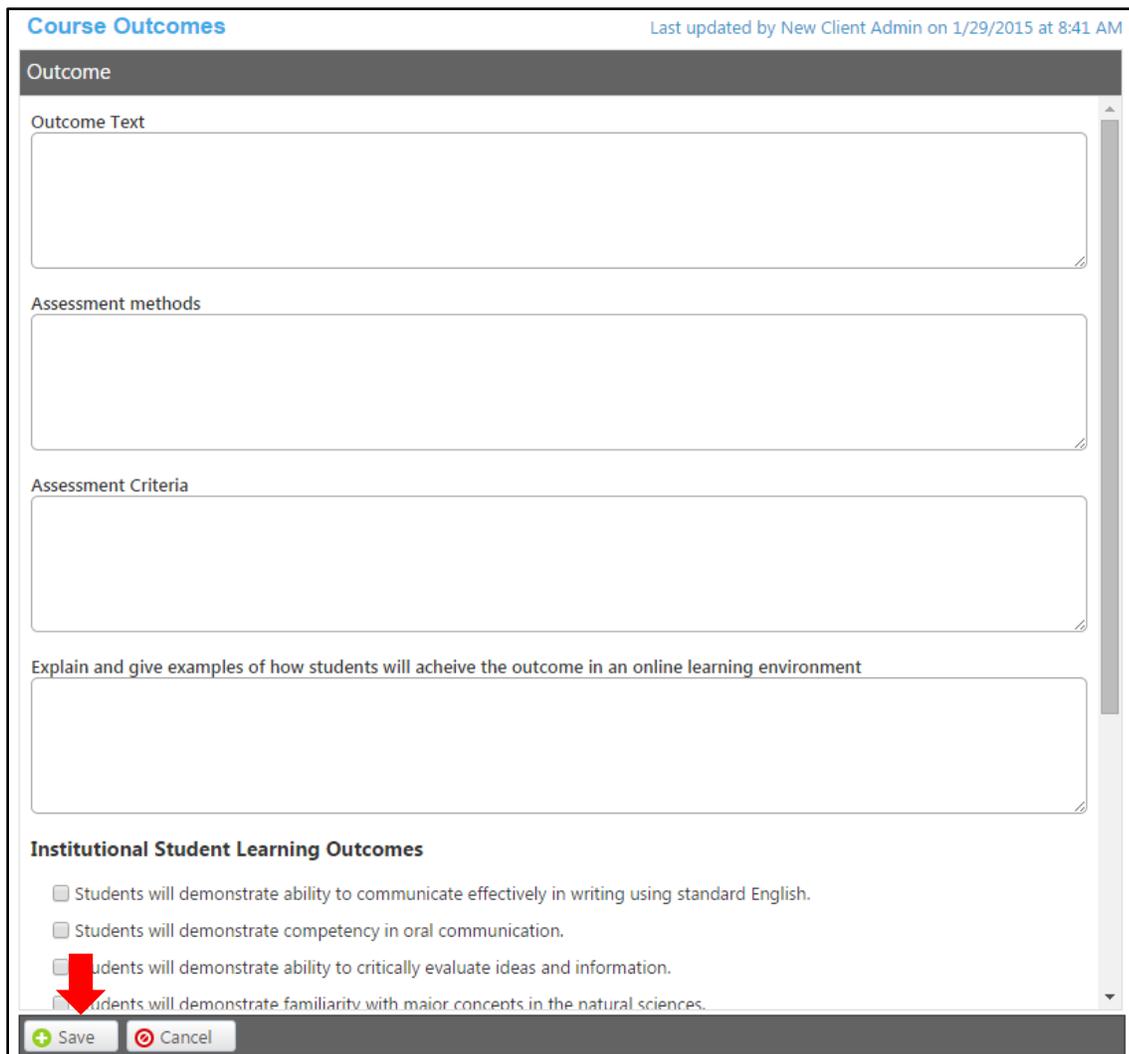
Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Cover 8/8 Course Outcomes Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Outcome Show Details Add New Item

There are no outcome to display

Enter the outcome in the Outcome Text box. Add any Assessment Methods, the Assessment Criteria, and then explain how this outcome will be achieved in an online learning environment. Scroll down to view all Institutional Student Learning Outcomes, and then select the institutional outcomes that apply to this course, and click “Save”.



Course Outcomes Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Outcome

Outcome Text

Assessment methods

Assessment Criteria

Explain and give examples of how students will acheive the outcome in an online learning environment

Institutional Student Learning Outcomes

- Students will demonstrate ability to communicate effectively in writing using standard English.
- Students will demonstrate competency in oral communication.
- Students will demonstrate ability to critically evaluate ideas and information.
- Students will demonstrate familiarity with maior concepts in the natural sciences.

+ Save Cancel

To edit an outcome, click the blue bar. To reorder outcomes, use the up and down arrows to the right of the blue bar. Click the red “x” to delete an outcome. When all outcomes have been added in the correct order, move to the “Methods of Evaluation” tab.

New Credit Course: Example Course in Sociology

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Cover	8/8
Units/Hours	
Requisites	
Course Objectives	
Degree/Transfer Applicability	
Course Outcomes	

Course Outcomes

Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Outcome ☑ Show Details + Add New Item

Sample Outcome ⬆ ⬇ ⬇ ⬆ ✖

Assessment methods: Assessment methods
Assessment Criteria: Assessment Criteria
Explain and give examples of how students will acheive the outcome in an online learning environment: Online adaptation
Institutional Student Learning Outcomes
Students will demonstrate understanding of major concepts in the social sciences.
Students will show awareness of cultural diversity.

Methods of Evaluation

The Methods of Evaluation text box contains formatting tools, allowing you to, among other things, italicize text or format information into an outline. This is a required field.

New Course: testr
Status: Draft
Remaining Launch Requirements: 5
Launch Delete Draft
Last updated by Governet Support on 3/4/2015 at 3:56 PM

Methods of Evaluation/Grading *

Special Editing Tools
Text Appearance Tools
Text Alignment Tools, including outline tools

Grading Method

Use the dropdown menu to select the Grading Method, save this page, and continue to the Methods of Instruction tab.

Grading Method

- Letter
- Pass/No Pass
- Student Choice

Methods of Instruction

In the Methods of Instruction section, select the Instruction Type(s) to be used in this course. If you intend to use another method, enter this information in the “Other Method” text box. Save this information, and move to the “Assignments” tab.

New Credit Course: Example Course in Sociology

Status: Draft Launch Delete Draft

Cover 8/8	Methods of Instruction Last updated by New Client Admin on 1/29/2015 at 8:41 AM
Units/Hours	Instruction Type
Requisites	<input type="checkbox"/> Lecture
Course Objectives	<input type="checkbox"/> Lab
Degree/Transfer Applicability	<input type="checkbox"/> Activity
Course Outcomes	<input type="checkbox"/> Collaborative Learning/Peer Review
Methods of Evaluation 1/1	<input type="checkbox"/> Computer Assisted Instruction
Methods of Instruction	<input type="checkbox"/> Demonstration/Modeling
Assignments	<input type="checkbox"/> Discussion
Course Content	<input type="checkbox"/> Problem-based Learning/Case Studies
	<input type="checkbox"/> Role Playing
	Other Method
	<div style="border: 1px solid #ccc; height: 100px;"></div>

Assignments

To add an Assignment type, click “Add new record”.

The screenshot shows the 'New Credit Course: Example Course in Sociology' interface. The status is 'Draft'. The 'Assignments' section is active, showing a table with columns 'Assignment Type' and 'Hours Per Week'. The table is currently empty, with the message 'No records to display.' and a red arrow pointing to the '+ Add new record' button. The interface also includes a sidebar with various course components and a 'Launch' button.

Use the Assignment Type dropdown menu to select the assignment type, and then enter the Hours per Week the student is expected to spend on that assignment type.

This screenshot shows the 'Assignments' form. The 'Assignment Type' dropdown menu is open, and the 'Hours Per Week' input field is visible. The form includes 'Insert' and 'Cancel' buttons. The interface also shows the 'Assignments' section header and the 'Last updated by New Client Admin on 1/29/2015 at 8:41 AM' timestamp.

This screenshot shows the 'Assignments' form with the 'Assignment Type' dropdown menu open. The dropdown menu lists the following options: 'Weekly Reading', 'Weekly Writing', 'Weekly Math', 'Lab or Software Application', and 'Other Performance'. The 'Hours Per Week' input field is also visible. The form includes 'Insert' and 'Add new record' buttons. The interface also shows the 'Assignments' section header and the 'Last updated by New Client Admin on 1/29/2015 at 8:41 AM' timestamp.

To edit an Assignment, click “Edit”, or to remove an assignment click “Delete”. Provide examples of assignments in the Example text box, then save the examples, and move to the “Course Content” tab.

New Credit Course: Example Course in Sociology

Status: Draft

Launch
Delete Draft

Cover 8/8

Units/Hours

Requisites

Course Objectives

Degree/Transfer Applicability

Course Outcomes

Methods of Evaluation 1/1

Methods of Instruction

Assignments

Last updated by New Client Admin on 1/29/2015 at 8:41 AM

	Assignment Type	Hours Per Week	
Edit	Weekly Reading	3	Delete
Edit	Weekly Writing	3	Delete

+ Add new record

↺
⏪
⏩
↻
Displaying items 1 - 2 of 2

Example

Course Content

In the “Course Content” section, enter the lecture outline in the text box, using the formatting tools, particularly the outline tools, then save and move to the “Course Lab Content” section.

*Please note that in all of the Rich Text Editors when you are making an ordered list you should use the outline tools that are on the far right hand side. Using these tools will allow for the data to populate correctly on the reports.

The screenshot displays the 'Course Content' editor for a 'New Credit Course: Example Course in Sociology'. The interface includes a sidebar on the left with various course sections, a main content area for the 'Lecture Outline', and a top navigation bar. The 'Lecture Outline' section is active, showing a rich text editor with a toolbar. The toolbar is divided into three groups: 'Special Editing Tools' (including undo, redo, and link icons), 'Text Appearance Tools' (including bold, italic, underline, font color, background color, and text color), and 'Text Alignment Tools, including outline tools' (including bulleted list, numbered list, indent, and outdent). A red circle highlights the outline tools in the toolbar. The status bar at the top indicates 'Status: Draft' and 'Last updated by New Client Admin on 1/29/2015 at 8:41 AM'. The sidebar shows 'Cover' (8/8) and 'Methods of Evaluation' (1/1) as completed sections.

Learning Resources (Texts)

Enter the textbooks and other resources used in this course. Each resource is added individually, in the applicable type segment. Click “Add new record” to add a resource.

New Credit Course: Example Course in Sociology

Status: Draft Launch Delete Draft

Last updated by New Client Admin on 1/29/2015 at 8:41 AM

Cover	8/8
Units/Hours	
Requisites	
Course Objectives	
Degree/Transfer Applicability	
Course Outcomes	
Methods of Evaluation	1/1
Methods of Instruction	
Assignments	
Course Content	
Course Lab Content	
Learning Resources (Texts)	
Attached Files	
New Course Information	
Distance Ed	
Codes/Dates	

Learning Resources (Texts)

MLA Formatting

Textbook

Author	Title	Edition	City	Publisher	(C) Year	Rationale for Older Books	ISBN	Leg
No records to display.								
+ Add new record								
⌂ ⏪ ⏩ ⏴ ⏵								
Displaying items 0 - 0 of 0								

Manual

Author	Title	Date	Publisher
No records to display.			
+ Add new record			
⌂ ⏪ ⏩ ⏴ ⏵			
Displaying items 0 - 0 of 0			

Periodical

Title	Author	Publication	Year	Volume
No records to display.				
+ Add new record				
⌂ ⏪ ⏩ ⏴ ⏵				
Displaying items 0 - 0 of 0				

Software

Title	Edition	Publisher	Description
No records to display.			
+ Add new record			
⌂ ⏪ ⏩ ⏴ ⏵			
Displaying items 0 - 0 of 0			

Other

Description
No records to display.

Each resource type has different fields, including required fields for each type. Enter as much information as possible, then click "Insert". Legacy fields are not editable.

Textbook

	Author	Title	Edition	City	Publisher	(C) Year	Rationale for Older Books	ISBN	Leg
Author *	<input type="text"/>								
Title *	<input type="text"/>								
Edition	<input type="text"/>								
City	<input type="text"/>								
Publisher *	<input type="text"/>								
(C) Year *	<input type="text"/>								
ISBN	<input type="text"/>								

Legacy Textbook Transfer Data (Admin only)

Manual

	Author	Title	Date	Publisher	
Author *	<input type="text"/>				
Title *	<input type="text"/>				
Date *	<input type="text"/> <input type="button" value="Calendar"/>				
Publisher *	<input type="text"/>				

Displaying items 0 - 0 of 0

Periodical

	Title	Author	Publication	Year	Volume
Title *	<input type="text"/>				
Author	<input type="text"/>				
Publication	<input type="text"/>				
Year *	<input type="text"/>				
Volume	<input type="text"/>				

Software

	Title	Edition	Publisher	Description
Title *	<input type="text"/>			
Edition *	<input type="text"/>			
Publisher *	<input type="text"/>			
Description	<input type="text"/>			

Displaying items 0 - 0 of 0

Other

	Description
Description *	<input type="text"/>

When all records have been added, move to the “Attached Files” section.

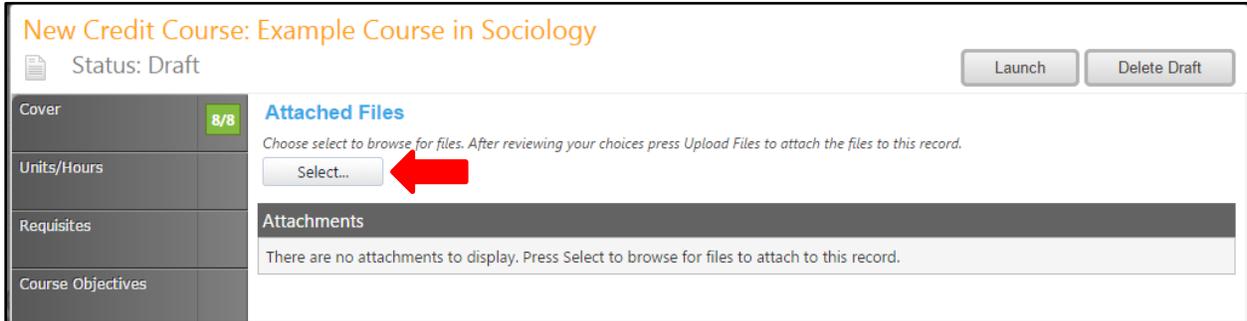
New Credit Course: Example Course in Sociology

Status: Draft
Launch
Delete Draft

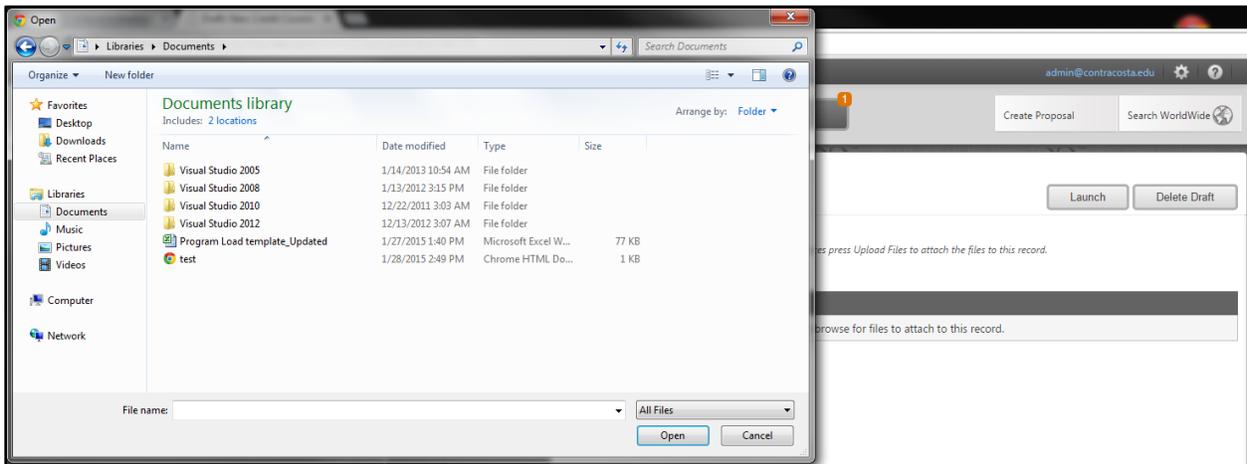
Cover	8/8	Learning Resources (Texts)	Last updated by New Client Admin on 1/29/2015 at 8:41 AM																
Units/Hours		<input type="checkbox"/> MLA Formatting																	
Requisites		Textbook																	
Course Objectives		<input type="button" value="Edit"/>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Author</th> <th>Title</th> <th>Edition</th> <th>City</th> <th>Publisher</th> <th>(C) Year</th> <th>Rationale for Older Books</th> <th>ISBN</th> </tr> </thead> <tbody> <tr> <td>Very Important Person</td> <td>Scholarly Work</td> <td></td> <td></td> <td>Prestigious Publisher</td> <td>2052</td> <td></td> <td></td> </tr> </tbody> </table>	Author	Title	Edition	City	Publisher	(C) Year	Rationale for Older Books	ISBN	Very Important Person	Scholarly Work			Prestigious Publisher	2052		
Author	Title	Edition	City	Publisher	(C) Year	Rationale for Older Books	ISBN												
Very Important Person	Scholarly Work			Prestigious Publisher	2052														
Degree/Transfer Applicability		<input type="button" value="+ Add new record"/>																	
Course Outcomes		Displaying items 1 - 1 of 1																	
Methods of Evaluation	1/1	Manual																	
Methods of Instruction		<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Author</th> <th>Title</th> <th>Date</th> <th>Publisher</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No records to display.</td> </tr> </tbody> </table>		Author	Title	Date	Publisher	No records to display.											
Author	Title	Date	Publisher																
No records to display.																			
Assignments		<input type="button" value="+ Add new record"/>																	
Course Content		Displaying items 0 - 0 of 0																	
Course Lab Content		Periodical																	
Learning Resources (Texts)		<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Title</th> <th>Author</th> <th>Publication</th> <th>Year</th> <th>Volume</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records to display.</td> </tr> </tbody> </table>		Title	Author	Publication	Year	Volume	No records to display.										
Title	Author	Publication	Year	Volume															
No records to display.																			
Attached Files		<input type="button" value="+ Add new record"/>																	
New Course Information		Displaying items 0 - 0 of 0																	
Distance Ed		Software																	
Codes/Dates		<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Title</th> <th>Edition</th> <th>Publisher</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No records to display.</td> </tr> </tbody> </table>		Title	Edition	Publisher	Description	No records to display.											
Title	Edition	Publisher	Description																
No records to display.																			
		<input type="button" value="+ Add new record"/>																	
		Displaying items 0 - 0 of 0																	
		Other																	
		<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Description</th> </tr> </thead> <tbody> </tbody> </table>		Description															
Description																			

Attached Files

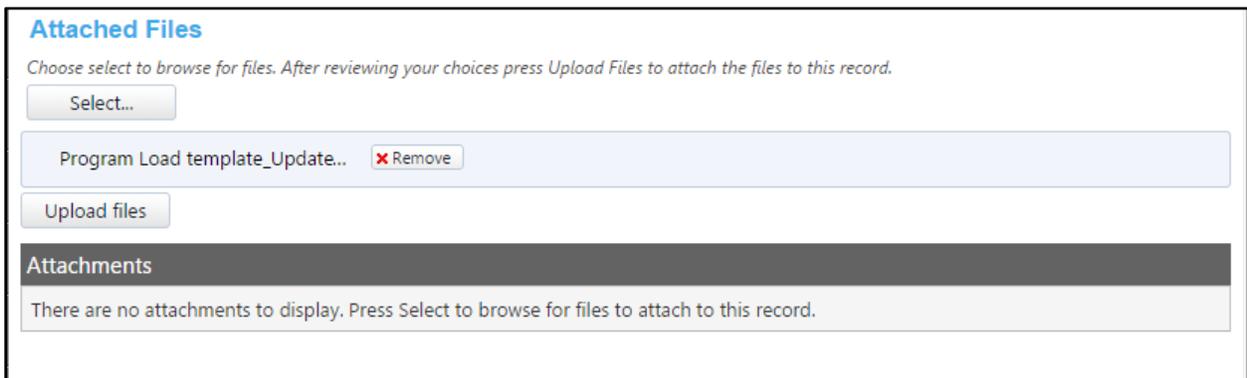
In the “Attached Files” section, add any supporting documents to your proposal. Click “Select” to browse your computer’s files for the necessary documents.



Select the documents you wish to attach, and then click “Open”.



Review the files you selected, and then click “Upload files”.



You may rename, view, or delete files from this screen. Next, move to the “New Course Information” section.

New Credit Course: Example Course in Sociology

Status: Draft Launch Delete Draft

Cover	8/8
Units/Hours	
Requisites	
Course Objectives	

Attached Files

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

Select...

Attachments

Program Load template_Updated.xlsx	View File	✕
------------------------------------	---------------------------	----------------

New Course Information

Complete the information about the new course. You will need to scroll down to view all fields. Save the information, then move to the "Distance Ed" section.

New Credit Course: Example Course in Sociology

Status: Draft Launch Delete Draft

Cover 8/8	<h4>New Course Information</h4> <p>Last updated by New Client Admin on 1/29/2015 at 8:41 AM</p> <p><input type="checkbox"/> This course is an expansion of an existing program.</p> <p><input type="checkbox"/> This course is required.</p> <p><input type="checkbox"/> This course could be part of a new program in the future.</p> <p><input type="checkbox"/> This course is part of a proposed new program.</p>
Units/Hours	
Requisites	
Course Objectives	How might this course impact other curricular areas?
Degree/Transfer Applicability	
Course Outcomes	
Methods of Evaluation 1/1	Which faculty in that area have been consulted?
Methods of Instruction	
Assignments	
Course Content	If issues or conflicts were discovered, how were they resolved?
Course Lab Content	
Learning Resources (Texts)	
Attached Files	Will this course require additional funding to support it?
New Course Information	
Distance Ed	
Codes/Dates	Within the two year course offering cycle, what are the expected enrollments for the course? <input type="text"/>
	What student groups are most likely to enroll?

New Credit Course: Example Course in Sociology

Status: Draft

Launch

Delete Draft

Cover	8/8	
Units/Hours		Within the two year course offering cycle, what are the expected enrollments for the course? <input type="text"/>
Requisites		What student groups are most likely to enroll?
Course Objectives		
Degree/Transfer Applicability		
Course Outcomes		What is the current productivity (FTES/FTE) for courses in the program review "family" of the proposed course?
Methods of Evaluation	1/1	
Methods of Instruction		
Assignments		<input type="checkbox"/> An advisory committee has been established and consulted.
Course Content		Is there any additional information pertinent to the Curriculum Committee's evaluation of this course proposal?
Course Lab Content		
Learning Resources (Texts)		
Attached Files		<input type="checkbox"/> Out of the ordinary supplies or facilities will be necessary. <input type="checkbox"/> There will be a request for tutoring funds. <input type="checkbox"/> Special equipment or additional staffing will be necessary.
New Course Information		Explain additional staffing. Include implications for classified as well as certificated staff.
Distance Ed		
Codes/Dates		

New Credit Course: Example Course in Sociology

Status: Draft

Launch

Delete Draft

Cover	8/8
Units/Hours	
Requisites	
Course Objectives	
Degree/Transfer Applicability	
Course Outcomes	
Methods of Evaluation	1/1
Methods of Instruction	
Assignments	
Course Content	
Course Lab Content	
Learning Resources (Texts)	
Attached Files	
New Course Information	
Distance Ed	
Codes/Dates	

Chat (synchronous)

B I U abc (inherited font) (inherited size) [Color] [Background] [List] [Table] [Link] [Image]

Select block type [Link] [Image] [Text] [Table] [List]

Telephone/Voice Mail

B I U abc (inherited font) (inherited size) [Color] [Background] [List] [Table] [Link] [Image]

Select block type [Link] [Image] [Text] [Table] [List]

Face to Face Meetings (groups or individuals)

B I U abc (inherited font) (inherited size) [Color] [Background] [List] [Table] [Link] [Image]

Select block type [Link] [Image] [Text] [Table] [List]

File Exchanges (e.g. "digital drop-box")

B I U abc (inherited font) (inherited size) [Color] [Background] [List] [Table] [Link] [Image]

Select block type [Link] [Image] [Text] [Table] [List]

Course Outcomes	
Methods of Evaluation	1/1
Methods of Instruction	
Assignments	
Course Content	
Course Lab Content	
Learning Resources (Texts)	
Attached Files	
New Course Information	
Distance Ed	
Codes/Dates	

[Empty text area]

File Exchanges (e.g. "digital drop-box")

B I U abc (inherited font) (inherited size) [Color] [Background] [List] [Table] [Link] [Image]

Select block type [Link] [Image] [Text] [Table] [List]

Other

B I U abc (inherited font) (inherited size) [Color] [Background] [List] [Table] [Link] [Image]

Select block type [Link] [Image] [Text] [Table] [List]

Codes/Dates

The “Codes/Dates” section can only be completed by selecting dates from the calendar icons next to the text boxes. The Semesters can be selected by using the drop down menus.

The screenshot shows a web form titled "New Credit Course: Example Course in Sociology". At the top left, there is a document icon and the text "Status: Draft". At the top right, there are two buttons: "Launch" and "Delete Draft".

The form is divided into two main sections. On the left is a sidebar with a list of course details, each with a progress indicator in a green box:

- Cover: 8/8
- Units/Hours
- Requisites
- Course Objectives
- Degree/Transfer Applicability
- Course Outcomes
- Methods of Evaluation: 1/1
- Methods of Instruction
- Assignments
- Course Content
- Course Lab Content
- Learning Resources (Texts)
- Attached Files
- New Course Information
- Distance Ed
- Codes/Dates

The main content area is titled "Codes/Dates" and contains several sections:

- Date**: A list of seven date fields with calendar icons: Deactivation Date, Board of Trustees, Effective, State Approval, GE Approval, Last Outline Revision, and Content Review.
- Requested Start**: Semester (dropdown) and Year (text) fields.
- Actual Start**: Semester (dropdown) and Year (text) fields.
- UC Approval**: Semester (dropdown) and Year (text) fields.
- CSU Approval**: Semester (dropdown) and Year (text) fields.
- IGETC Approval**: Semester (dropdown) and Year (text) fields.
- CSU GE Approval**: Semester (dropdown) and Year (text) fields.
- Is Stand Alone
- Originator *: Admin, New Client (dropdown)
- Origination Date: (text) with calendar icon
- CB00 State ID: (text)
- CB02 TOP Code: (text)

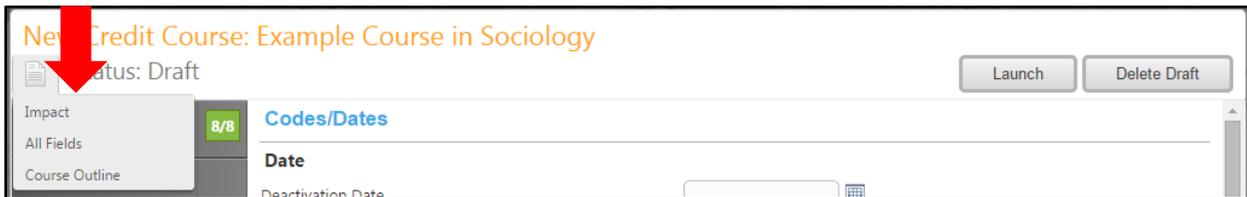
The Codes/Dates section is the last section of the proposal. You may wish to review the proposal before moving it into the approval process. You may do this by moving back through the tabs, or by viewing proposal reports.

Reports

To view proposal reports, from any page in the proposal, click the page icon under the course title at the top of the page.



Select the report you wish to view from the dropdown menu. Each report will open in a new tab within your internet browser.



The "Impact" Report summarizes interactions between this course and other courses and programs within the college.

SOCIO 1234 - Example Course in Sociology **New Credit Course** Contra Costa
Course Requisites
Cross Listed Courses
Programs
Generated on: 1/29/2015 11:09:05 AM

The “All Fields” Report summarizes all information and fields in the proposal.

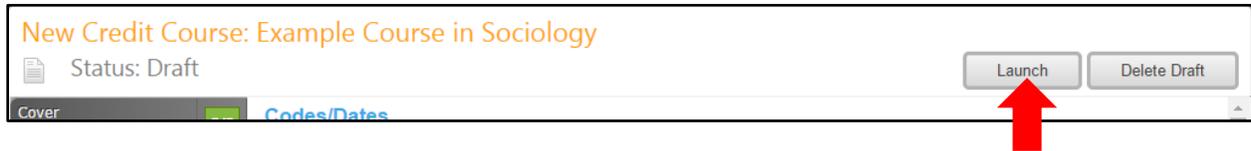
All Fields Report - Course	
Cover	
Subject Area	SOCIO
Course Number	1234
Full Name/Title	Example Course in Sociology
Course Catalog Description	Example catalog description.
Course Schedule Description	Example description.
Rationale	
Rationale	
Proposal Information	
Proposed Start- Semester	Spring
Proposed Start Year	2089
Discipline(s)	Social Science
Units/Hours	
Class Hours	
Units - Min	1.00

The “Course Outline” Report shows the course as it might show in the course catalog.

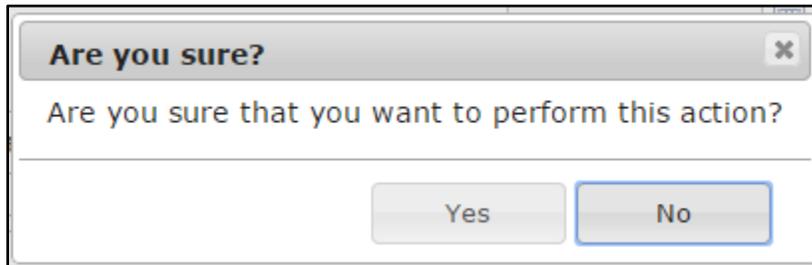
Course Outline Contra Costa	
Course Title: Example Course in Sociology	
Course Number: SOCIO 1234	
Credit Hours: 1.00 - 3.00	
Lecture: 1.00 - 2.00 hours	
Lab: 2.00 - 4.00 hours	
Example catalog description.	
Student Learning Outcomes:	
By the end of this course, a student should:	
1. Sample Outcome	
<small>Generated on: 1/29/2015 11:09:06 AM</small>	

Proposal Launch

To move a proposal into the approval process, from any page within the proposal, click “Launch”. You may also click “Delete Draft” to delete the proposal draft.

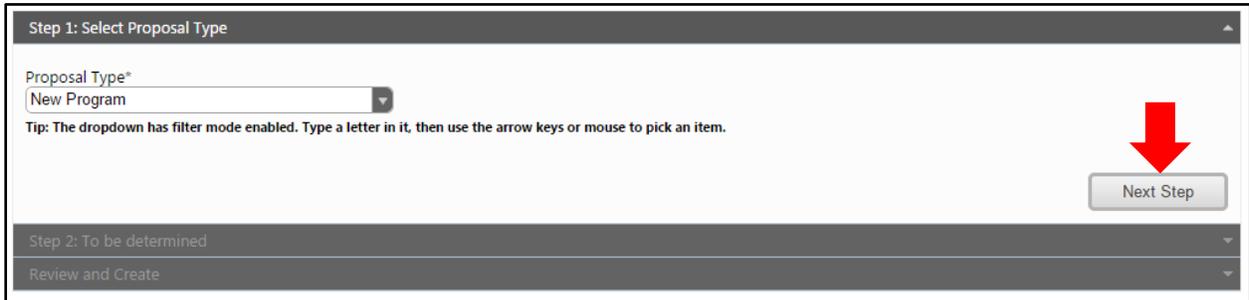


You will be asked to confirm your choice, as both actions are permanent and nonreversible.



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 click “Next Step”.



Step 1: Select Proposal Type

Proposal Type*
New Program

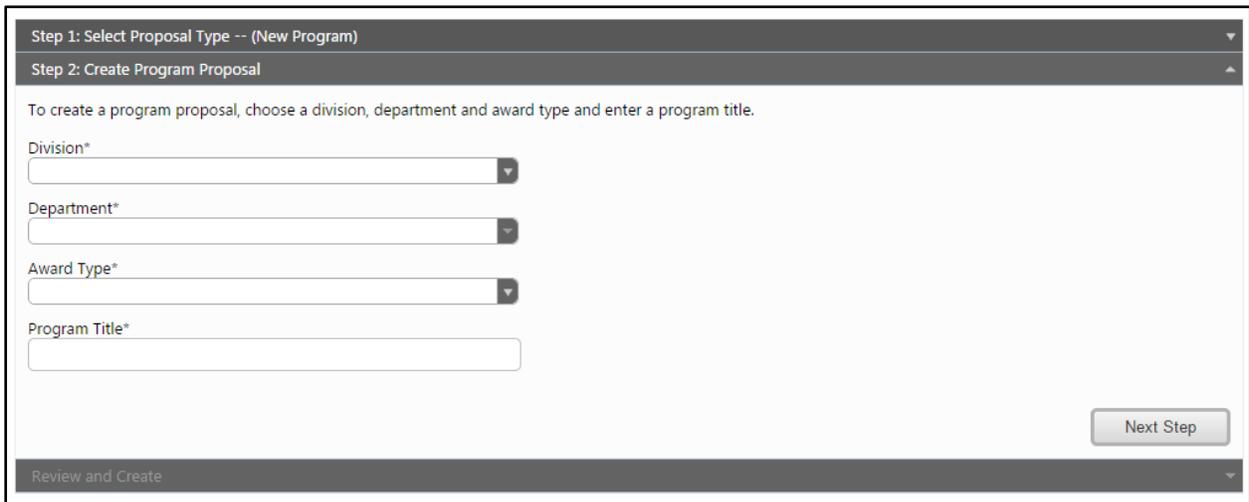
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2, select the Division, Department, and Award Type from the dropdown menus. Enter the Program Title in the text box, then click “Next Step”. In this example, we will be using the “Associate in Science Degree” Award Type, but the process is the same for all programs.



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

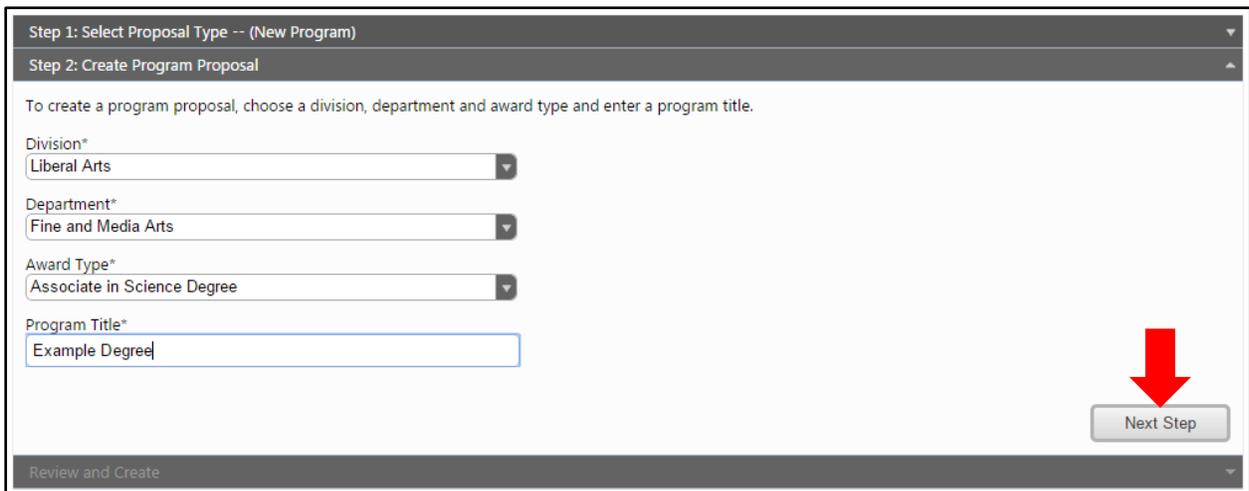
Step 2: Create Program Proposal

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



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*
Liberal Arts

Department*
Fine and Media Arts

Award Type*
Associate in Science Degree

Program Title*
Example Degree

Next Step

Review and Create

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

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: Liberal Arts
Department: Fine and Media Arts
Award Type: Associate in Science Degree
Program Title: Example Degree

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

Create Proposal

You will move between proposal sections using the dark gray tabs on the left of the page. Proposal Sections with mandatory fields required for launch will have an orange box  on its dark gray tab. When the fields have been completed and, the box will turn green . Throughout the proposal, you will only be prompted to save when changes have been made.

Cover

In the “Cover” section of the course proposal, enter the Mission/Goals of the proposed program and the Rationale of the program. Required fields (such as the Rationale) are marked with an *. Save this information, then move to the “Description” tab.

New Program: Example Degree, AS

Status: Draft Remaining Launch Requirements: 8 Launch Delete Draft

Cover	2/3	Cover	Last updated by New Client Admin on 1/29/2015 at 11:37 AM
Description	0/1	Program Title * <input type="text" value="Example Degree"/>	
Need Assessment	0/6	Department <input type="text" value="Fine and Media Arts"/>	
Staffing		Award Type * <input type="text" value="AS: Associate in Science Degree"/>	
Operating Budget		Mission/Goals	<div style="border: 1px solid #ccc; height: 100px;"></div>
Facilities		Rationale *	<div style="border: 1px solid #ccc; height: 100px;"></div>
Course Block Definitions			
Program Outcomes			
Attach Files			
Codes			

Description

In the “Description” section, enter the program description in the text box. The Description text box contains formatting tools, allowing you to, among other things, italicize text or format information into an outline. This field is required for proposal launch. Save the program description, then move to the “Need Assessment” tab.

The screenshot displays the 'New Program: Example Degree, AS' interface. At the top, it shows 'Status: Draft' and 'Remaining Launch Requirements: 7'. A 'Launch' button and a 'Delete Draft' button are visible. The left sidebar contains a list of sections: Cover (3/3), Description (0/1), Need Assessment (0/6), Staffing, Operating Budget, Facilities, Course Block Definitions, Program Outcomes, Attach Files, and Codes. The main content area is titled 'Description' and contains a text box with a rich text editor toolbar. The toolbar includes options for bold (B), italic (I), underline (U), font color (abc), font size ((inherited size)), background color, text color, bulleted list, numbered list, link, and unlink. Red brackets and labels identify specific tool groups: 'Text Appearance Tools' (bold, italic, underline, font color, font size), 'Special Editing Tools' (bulleted list, numbered list, link, unlink), and 'Text Alignment Tools, including outline tools' (bulleted list, numbered list, link, unlink).

Need Assessment

In the “Need Assessment” section, enter the Projected Enrollment for the first two years of the program, and then enter the Projected FTES for the program. Enter the Duplication Rationale and Affected Departments into the text boxes, save the information, and move to the “Staffing” section.

New Program: Example Degree, AS

Status: Draft Remaining Launch Requirements: 6

Cover	3/3	Need Assessment Last updated by New Client Admin on 1/29/2015 at 11:37 AM
Description	1/1	Projected Enrollment
Need Assessment	0/6	Fall Year 1 * <input type="text"/> Spring Year 1 * <input type="text"/>
Staffing		Fall Year 2 * <input type="text"/> Spring Year 2 * <input type="text"/>
Operating Budget		Projected FTES
Facilities		Year 1 * <input type="text"/> Year 2 * <input type="text"/>
Course Block Definitions		Duplication Rationale
Program Outcomes		<div style="border: 1px solid #ccc; height: 100px;"></div>
Attach Files		Affected Departments
Codes		<div style="border: 1px solid #ccc; height: 100px;"></div>

Staffing

In the “Staffing” section, enter information about staff needs for this program. Save the information, then move to the “Operating Budget” tab.

New Program: Example Degree, AS

Status: Draft Launch Delete Draft

Cover	3/3	<h3>Staffing</h3> <p>Last updated by New Client Admin on 1/29/2015 at 11:37 AM</p> <hr/> <p>Initial Needs</p> <div style="border: 1px solid #ccc; height: 100px;"></div> <p>New Hires</p> <div style="border: 1px solid #ccc; height: 100px;"></div> <p>Expected Changes (Years 2 - 4)</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
Description	1/1	
Need Assessment	6/6	
Staffing		
Operating Budget		
Facilities		
Course Block Definitions		
Program Outcomes		
Attach Files		
Codes		

Operating Budget

In the “Operating Budget” section, enter the budgetary needs for this new program. Provide as much information as possible to make the purposes clear. You will need to scroll down to view and complete all fields. Save the information, and then click the “Facilities” tab,

New Program: Example Degree, AS
Status: Draft Launch Delete Draft

Operating Budget Last updated by New Client Admin on 1/29/2015 at 11:37 AM

Cover	3/3
Description	1/1
Need Assessment	6/6
Staffing	
Operating Budget	
Facilities	
Course Block Definitions	
Program Outcomes	
Attach Files	
Codes	

Outline the initial budget required to fund the program. Briefly explain any budget item as needed to make the purpose clear.

Staffing

Supplies

Consultants

Travel

Description	1/1
Need Assessment	6/6
Staffing	
Operating Budget	
Facilities	
Course Block Definitions	
Program Outcomes	
Attach Files	
Codes	

Travel

Equipment

Additional

Facilities

In the “Facilities” section, provide information about the facilities needed for the program. After this section is complete save the information. Move to the “Course Block Definition”.

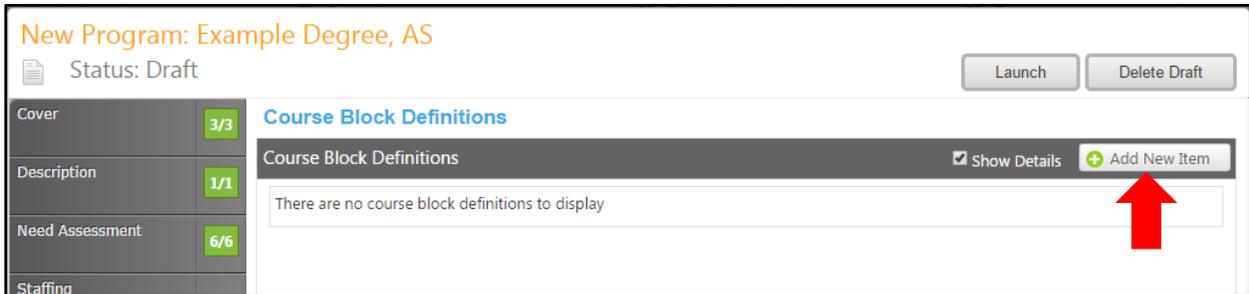
New Program: Example Degree, AS

Status: Draft Launch Delete Draft

Cover	3/3	Facilities	Last updated by New Client Admin on 1/29/2015 at 11:37 AM
Description	1/1	Facilities Needed (First Year)	
Need Assessment	6/6	Additional Facilities (Subsequent Years)	
Staffing			
Operating Budget			
Facilities			
Course Block Definitions			
Program Outcomes			
Attach Files			
Codes			

Course Block Definitions

In the “Course Block Definitions” section, you will add course blocks and courses and other requirements to the program. To add a course block, click “Add New Item”.



The screenshot shows a web interface for a new program titled "New Program: Example Degree, AS". The status is "Draft". On the left, there is a sidebar with progress indicators for "Cover" (3/3), "Description" (1/1), "Need Assessment" (6/6), and "Staffing". The main content area is titled "Course Block Definitions" and contains a "Show Details" checkbox and an "Add New Item" button. A red arrow points to the "Add New Item" button. Below the button, there is a message: "There are no course block definitions to display".

Enter the Course Block Definition, Header, and Footer in the text boxes. CurricUNET will automatically calculate the number of units in each block. If you wish to override this, for example, if a student is to take 6-9 units from a list of 15 3-unit courses, select the "Override Default Unit Calculations" checkbox, and enter the Unit Min and Unit Max. The Unit Max must always be greater than or equal to the Unit Min. Click "Save".

Course Block Definitions

Course Block Definitions

Course Block Definition

Header

Footer

Override Default Unit Calculations

Unit Min

Unit Max

Program Sequencing

Course Block Definitions

Course Block Definition

Electives

Block Header

Take 6-9 units from the following courses.

Block Footer

Must earn a "C" or better in all classes.

Override Default Unit Calculations

Unit Min

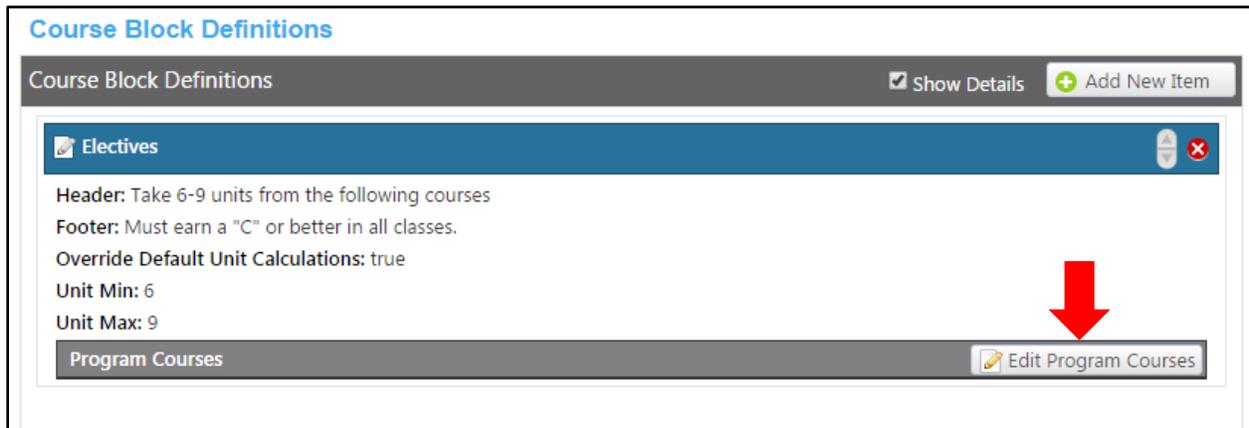
6

Unit Max

9

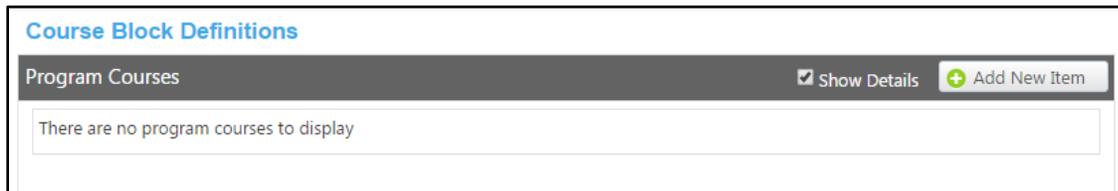


To add courses to a Course Block, select “Edit Program Courses”.



The screenshot shows the 'Course Block Definitions' interface. At the top, there is a header bar with the title 'Course Block Definitions' on the left, a 'Show Details' checkbox on the right, and an 'Add New Item' button. Below the header, a blue bar indicates the selected block is 'Electives'. The main content area displays the following details for the 'Electives' block: 'Header: Take 6-9 units from the following courses', 'Footer: Must earn a "C" or better in all classes.', 'Override Default Unit Calculations: true', 'Unit Min: 6', and 'Unit Max: 9'. At the bottom of this content area, there is a 'Program Courses' section with an 'Edit Program Courses' button. A large red arrow points directly to this button.

Click “Add New Item” to add a course or non-course requirement.



The screenshot shows the 'Course Block Definitions' interface with the 'Program Courses' section selected. The header bar contains 'Program Courses', a 'Show Details' checkbox, and an 'Add New Item' button. The main content area displays the message: 'There are no program courses to display'.

Use the dropdown menus to select the Subject and Course. Alternatively, if you wish to add a non-course requirement, enter it in the “Non-Course Requirements” text box. Use the Condition dropdown menu to select the requirement’s relationship to the next (“and” or “or”). If you are entering multiple requisites then the and/or condition applies to how this one relates to the next one that is entered. You are able to say that this requisite is required and the next one, or the next one.

If a course is offered with multiple units, and you want to specify how many units are required to meet this course requirement, complete the “Units Low” and “Units High” text boxes with a numeric value. If a course has an exception, or special circumstance, enter a symbol or number in the “Exception Identifier” text box, and the text in the “Exception” text box. Use a different exception identifier for each exception in the course block.

Course Block Definitions

Program Courses

Subject

Course

Non-Course Requirements

Condition

Unit Range

Units Min

Units Max

Exception Identifier

Exception

To edit a course or non-course requirement, click the blue bar. To reorder requirements, use the up and down arrows to the right of the blue bar. To remove a requirement, click the red “x” on the far right of the blue bar. When all requirements are added and in the correct order, click “Done”.

The screenshot displays the 'Course Block Definitions' interface. At the top, there is a header bar with 'Program Courses' on the left, a 'Show Details' checkbox, and an 'Add New Item' button. Below this, a list of course requirements is shown, each in a blue bar with a red 'x' on the right for removal and up/down arrows for reordering. The requirements listed are:

- ART 117 - Appreciation of Art & Architecture 3.00 *Active*
- ART 259 - Digital Photography: Intermediate II 2.00 - 4.00 *Active*
- ART 095D - Technology Laboratory: Special Projects 0.50 - 3.00 *Active*
- ANTHR 125 - Introduction to Archaeology 3.00 *Active*
- HUMAN 100 - Topics in Humanities 0.50 - 4.00 *Active*
- ASTRO 120 - Elementary Astronomy 3.00 *Active*
- Click on this item to modify its details.

Each requirement includes a 'Subject' field. The 'ART 095D' requirement also includes an 'Exception' field with the text 'Must be approved by academic adviser' and an 'Exception Identifier' field. A red arrow points to the reordering arrows of the 'ART 259' requirement, and another red arrow points to the 'Done' button at the bottom left. The bottom right of the interface shows 'Min Units 0' and 'Max Units 0'.

After adding all course/requirements for the course block, click "Update".

Course Block Definitions Last updated by New Client Admin on 1/29/2015 at 12:21 PM

Course Block Definitions

Course Block Definition
Electives

Header
Take 6-9 units from the following courses

Footer
Must earn a "C" or better in all classes.

Override Default Unit Calculations

Unit Min
6

Unit Max
9

Program Courses  Edit Program Courses

ART 232 - Digital Art: Intermediate I 1.00 - 4.00 *Active*
Subject: ART - Art
ART 259 - Digital Photography: Intermediate II 2.00 - 4.00 *Active*
Subject: ART - Art
ART 095D - Technology Laboratory: Special Projects 0.50 - 3.00 *Active*
Subject: ART - Art
Exception Identifier: *
Exception: Must be approved by academic adviser
ANTHR 125 - Introduction to Archaeology 3.00 *Active*
Subject: ANTHR - Anthropology
HUMAN 100 - Topics in Humanities 0.50 - 4.00 *Active*
Subject: HUMAN - Humanities
ASTR 100 - Elementary Astronomy 3.00 *Active*



To edit a course block, click the blue bar. To reorder blocks, use the up and down arrows to the right of the blue bar. To remove a block, click the red “x” on the far right of the blue bar. When all course blocks and their courses are added and in the correct order, click the “Program Outcomes” tab.

New Program: Example Degree, AS

Status: Draft

Launch
Delete Draft

Cover	3/3
Description	1/1
Need Assessment	6/6
Staffing	
Operating Budget	
Facilities	
Course Block Definitions	
Program Outcomes	
Attach Files	
Codes	

Course Block Definitions

Last updated by New Client Admin on 1/29/2015 at 12:21 PM

Course Block Definitions

 Show Details
 + Add New Item

Electives
⬆️ ⬇️ ⬆️
ⓧ

Header: Take 6-9 units from the following courses

Footer: Must earn a "C" or better in all classes.

Override Default Unit Calculations: true

Unit Min: 6

Unit Max: 9

Program Courses
📄 Edit Program Courses

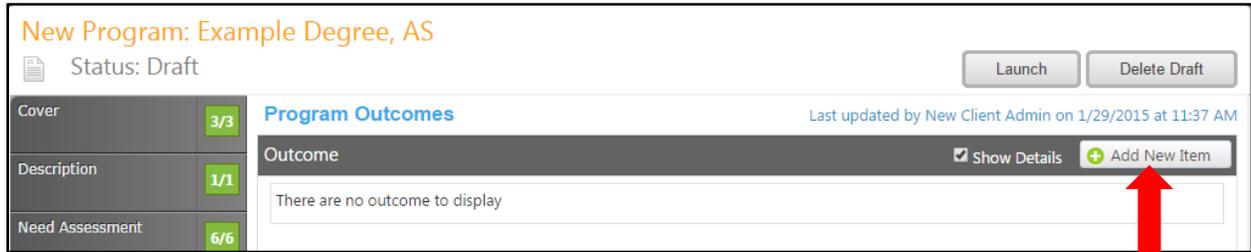
ART 232 - Digital Art: Intermediate I 1.00 - 4.00 *Active*
Subject: ART - Art
ART 259 - Digital Photography: Intermediate II 2.00 - 4.00 *Active*
Subject: ART - Art
ART 095D - Technology Laboratory: Special Projects 0.50 - 3.00 *Active*
Subject: ART - Art
Exception Identifier: *
Exception: Must be approved by academic adviser
ANTHR 125 - Introduction to Archaeology 3.00 *Active*
Subject: ANTHR - Anthropology
HUMAN 100 - Topics in Humanities 0.50 - 4.00 *Active*
Subject: HUMAN - Humanities
ASTRO 120 - Elementary Astronomy 3.00 *Active*
Subject: ASTRO - Astronomy

Required Courses
⬆️ ⬇️ ⬆️
ⓧ

Program Courses
📄 Edit Program Courses

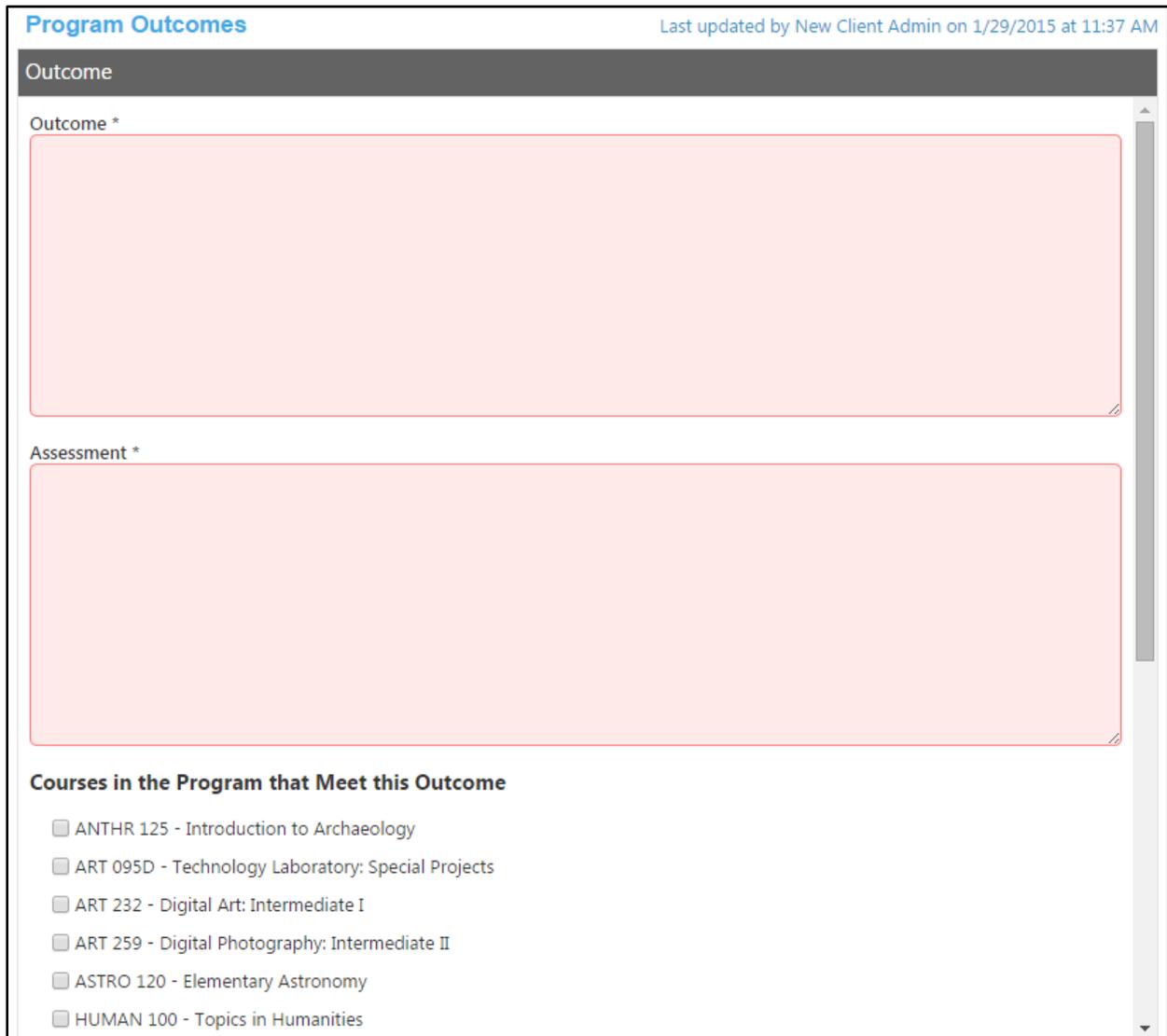
Program Outcomes

In the “Program Outcomes” section, add an outcome by clicking “Add New Item”.



The screenshot shows the top of a web application interface for a new program. The title is "New Program: Example Degree, AS" in orange. Below it, the status is "Draft". On the right, there are "Launch" and "Delete Draft" buttons. A sidebar on the left shows progress for "Cover" (3/3), "Description" (1/1), and "Need Assessment" (6/6). The main content area is titled "Program Outcomes" and shows a sub-section "Outcome" with a "Show Details" checkbox and an "Add New Item" button. A red arrow points to the "Add New Item" button. Below the button, a text box contains the message "There are no outcome to display".

Enter the program outcome in the Outcome text box, and how this outcome will be assessed in the Assessment text box. These are required fields. Select Courses in the Program that Meet this Outcome and Institutional Student Learning Outcomes from the list. You will need to scroll down to view all options. Click “Save” to add this information.



The screenshot shows the "Program Outcomes" form. The title is "Program Outcomes" and it shows the last update by "New Client Admin on 1/29/2015 at 11:37 AM". The form has a dark header "Outcome". Below it, there are two large text boxes: "Outcome *" and "Assessment *". Below these text boxes, there is a section titled "Courses in the Program that Meet this Outcome" with a list of courses, each with a checkbox:

- ANTHR 125 - Introduction to Archaeology
- ART 095D - Technology Laboratory: Special Projects
- ART 232 - Digital Art: Intermediate I
- ART 259 - Digital Photography: Intermediate II
- ASTRO 120 - Elementary Astronomy
- HUMAN 100 - Topics in Humanities

HUMAN 100 - Topics in Humanities

Institutional Student Learning Outcomes

- Students will demonstrate ability to communicate effectively in writing using standard English.
- Students will demonstrate competency in oral communication.
- Students will demonstrate ability to critically evaluate ideas and information.
- Students will demonstrate familiarity with major concepts in the natural sciences.
- Students will demonstrate awareness of ethical issues in society.
- Students will demonstrate awareness of the nature and value of the arts and literature.
- Students will demonstrate ability to analyze and evaluate past events with reference to their historical context.
- Students will demonstrate understanding of major concepts in the social sciences.
- Students will demonstrate ability to analyze and manipulate quantitative information.
- Students will demonstrate understanding of the elements of health and ability to articulate a health maintenance plan for the lifespan.
- Students will articulate the importance of safe, regular physical activity for a healthy lifestyle.
- Students will be able to locate, evaluate, synthesize, and communicate information.
- Students will demonstrate the understanding of American institutions necessary to be engaged citizens.
- Students will show awareness of cultural diversity.



You may add as many outcomes as necessary. To edit an outcome, click the blue bar. To reorder outcomes, use the up and down arrows to the right of the blue bar, and to delete an outcome, click the red "x" to the far right. When all outcomes are entered, and you are happy with the order, move to the "Attach Files" section.

New Program: Example Degree, AS

Status: Draft

Cover	3/3
Description	1/1
Need Assessment	6/6
Staffing	
Operating Budget	
Facilities	

Program Outcomes Last updated by New Client Admin on 1/29/2015 at 11:37 AM

Outcome Show Details

Students will be able to produce art of a high caliber.
  

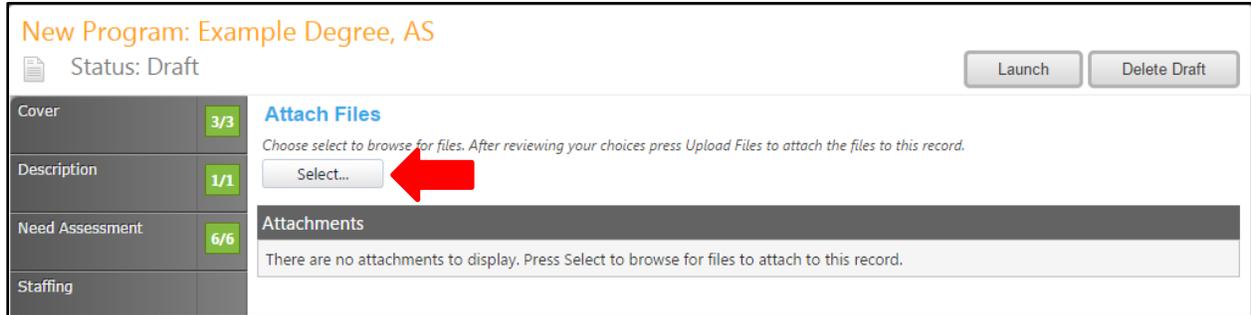
Assessment: Student art shows will be held periodically.

Courses in the Program that Meet this Outcome
This section does not contain any data.

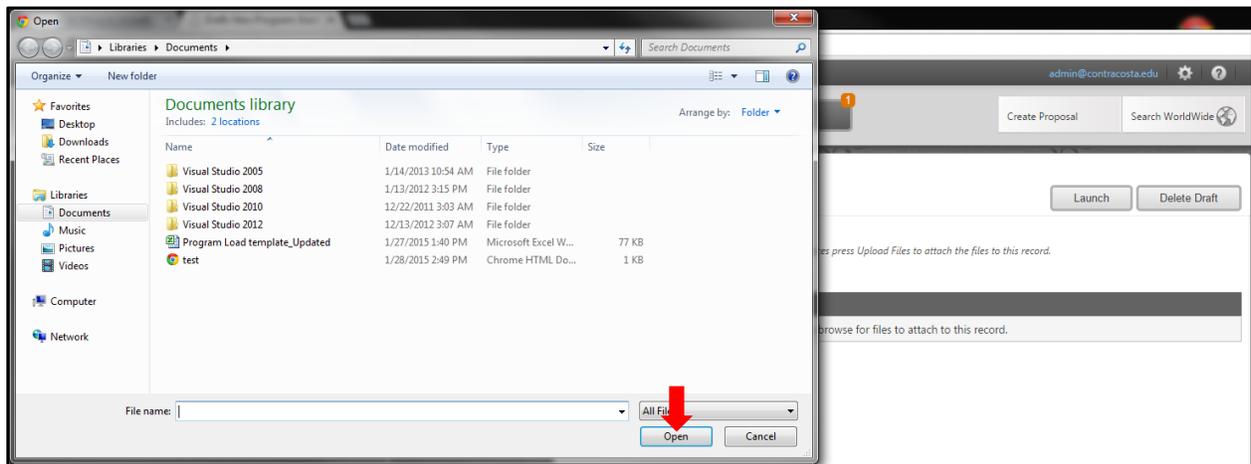
Institutional Student Learning Outcomes
This section does not contain any data.

Attach Files

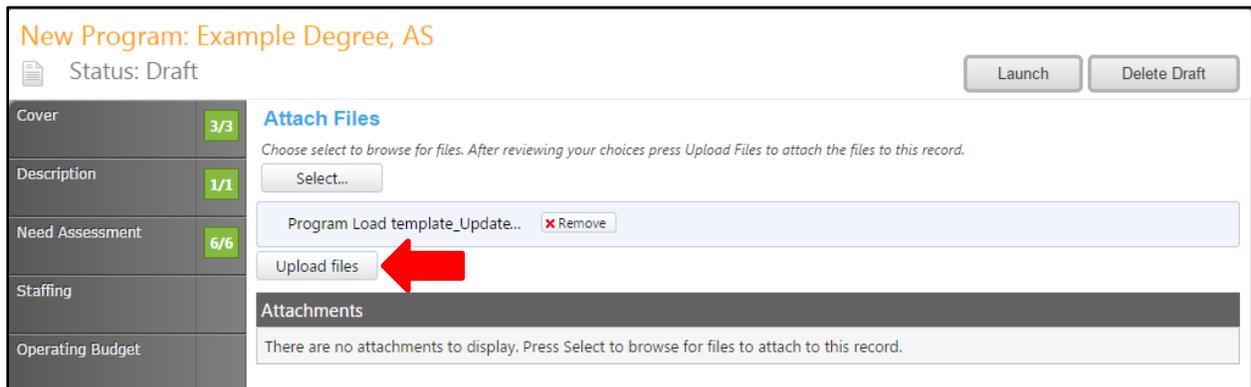
In the “Attached Files” section, add any supporting documents to your proposal. Click “Select” to browse your computer’s files for the necessary documents.



Select the documents you wish to attach, then click “Open”.



Review the files you selected, then click “Upload files”.



You may rename, view, or delete files from this screen. Next, move to the “Codes” section.

New Program: Example Degree, AS

Status: Draft Launch Delete Draft

Cover	3/3	Attach Files <i>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</i>
Description	1/1	<input type="button" value="Select..."/>
Need Assessment	6/6	Attachments
Staffing		<input type="text" value="Program Load template_Updated.xlsx"/> View File ✕

Codes

The “Codes/Dates” section can only be completed by selecting the appropriate dates and codes.

New Program: Example Degree, AS
Status: Draft Launch Delete Draft

Cover 3/3 **Codes** Last updated by New Client Admin on 1/29/2015 at 11:37 AM

Description 1/1 **Date**

Need Assessment 6/6

Staffing

Operating Budget

Facilities

Course Block Definitions

Program Outcomes

Attach Files

Codes

Display CurricUNET Calculations

Start Date - Term Start Year

TOP Code

Originator

Origination Date

Comments

Need for Change
Rationalize the need for this new program.

New Program: Example Degree, AS
Status: Draft Launch Delete Draft

Cover 3/3

Description 1/1

Need Assessment 6/6

Staffing

Operating Budget

Facilities

Course Block Definitions

Program Outcomes

Attach Files

Codes

Academic Year

08-09

06-07

07-08

09-10

10-11

11-12

12-13

13-14

14-15

15-16

16-17

17-18

18-19

19-20

Need for Change
Rationalize the need for this new program.

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

Program Proposal Reports

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



Select the report you wish to view from the dropdown menu. Each report will open in a new tab within your internet browser.



The “All Fields” report includes all fields and information in the proposal.

All Fields Report - Program	
Cover	
Program Title	Example Degree
Department	Fine and Media Arts
Award Type	AS: Associate in Science Degree
Mission/Goals	Summarize the mission and goals of the program.
Rationale	Rationalize the need for this new program.
Description	
Description	Describe the program in as much detail as possible.
Need Assessment	
Projected Enrollment	
Fall Year 1	30
Spring Year 1	30

The “Program Summary” summarizes the proposal, focusing on the Description, Program Learning Outcomes, and Degree Requirements.

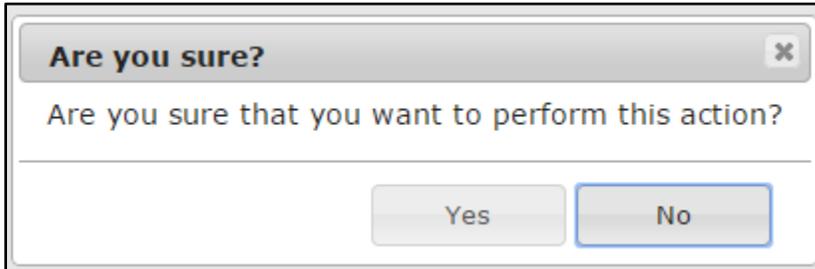
Example Degree Associate in Science Degree		
Description		
Describe the program in as much detail as possible.		
Program Learning Outcomes		
Upon successful completion of this program, students will be able to:		
1. Students will be able to produce art of a high caliber.		
Degree Requirements:		
Electives		
Course Credits		
Take 6-9 units from the following courses (Req CH:6 - 9)		
ART 232	Digital Art: Intermediate I	1 - 4
ART 259	Digital Photography: Intermediate II	2 - 4
ART 095D *	Technology Laboratory: Special Projects	0.5 - 3
ANTHR 125	Introduction to Archaeology	3
HUMAN 100	Topics in Humanities	0.5 - 4

Program Proposal Launch

To move the proposal into the approval process, click “Launch”. You may also choose “Delete Draft” to remove the proposal from the process.



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 Credit Course, but the process is similar for all proposal types.

Approvals

My Approvals
 All Approvals

Proposal Type: All | Position: All | Subject: All

Organizations: All | Title | Search

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
New Program	Fine and Media Arts		Fine and Media Arts Associate, AS	Department Chair	No	
New Credit Course		ADJUS	Train 99 This is a training title	Department Chair	No	
New Credit Course		ACSKL	Train 99 This is a training title	Department Chair	No	
New Program	Fine and Media Arts		Fine and Media Arts Associate, AS	Department Chair	No	
New Credit Course		ADJUS	Train 99 This is a training title	Department Review	No	
New Credit Course		ACSKL	Train 99 This is a training title	Department Review	No	
New Program	Fine and Media Arts		Fine and Media Arts Associate, AS	Department Review	No	

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

New Credit Course: This is a training title

View Course Proposal Course Outline Impact All Fields

Take action as an administrator
 Select One

[Click here to administratively move proposal to new level](#)
 By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

History		Status			
Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Department Chair	Required	Test Tester	Pending	
	Department Review	Optional	Test Tester	Pending	
01/15/2015 09:16 AM	Originator	Required	New Client Admin	Launch	Launch

Or this screen:

Approval Update for Academic Senate President
New Credit Course: test

View Course Proposal

Position Academic Senate President
 Action

Comments

History		Status			
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 Librarian	Required	No users assigned		
		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, 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.