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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](http://contracosta.sandbox.curricunet.com)

Email: [yourname@contracosta.edu](mailto: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 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 is the label 'Email' in a small, light grey font. Underneath is a yellow rectangular input field containing the text 'admin@contracosta.edu'. Below the email field is the label 'Password' in a small, light grey font. Underneath is a yellow rectangular input field containing four dots. Below the password field is the text 'Forgot your password?' in a small, light grey font. To the left of the 'Login' button is a checkbox with the text 'Remember me?' in a small, light grey font. The 'Login' button is a green rounded rectangle with the word 'Login' in white. Below the 'Login' button is the text 'SSO' in a small, light grey font.

## Viewing Courses & Programs

### Courses

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

Contra Costa CurricUNET META

Curriculum Approvals

Create Proposal Search WorldWide

Courses

☐ My Courses ☒ My Institution

Subject: All Status: All Title / Course # Search

last refresh: 01/28/2015 14:27:37

Subject	Course #	Title	Status	Created On	Reports
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To view all courses at Contra Costa, select “My Institution” and ‘Search’.

Courses

☐ My Courses ☒ My Institution

Subject: All Status: All Title / Course # Search

last refresh: 01/28/2015 14:28:15

Subject	Course #	Title	Status	Created On	Reports
ACSKL	Train 99	This is a training title	In Review	1/14/2015	
ADJUS	Train 99	This is a training title	In Review	1/15/2015	
ACSKL	100	Test	Draft	1/28/2015	

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 123 Search

last refresh: 01/28/2015 14:28:15

Subject	Course #	Title	Status	Created On	Reports
ACSKL	Train 99	This is a training title		1/14/2015	
ADJUS	Train 99	This is a training title		1/15/2015	
ACSKL	100	Test		1/28/2015	
NURS	095C	NURS 095C - Developing		12/18/2014	







Select All Select None

- ☐ Academic Skills (ACSKL)
- ☐ Administration of Justice (ADJUS)
- ☐ African American Studies (AFRAM)
- ☐ Anthropology (ANTHR)
- ☐ Art (ART)
- ☐ Astronomy (ASTRO)
- ☐ Automotive Services


Select All Select None

- ☐ Active
- ☐ Approved
- ☐ Deleted
- ☐ Draft
- ☐ Historical
- ☐ In Review
- ☐ Rejected
- ☐ Tabled

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: 01/28/2015 14:28:15					
Subject ▲	Course #	Title	Status	Created On	Reports
ACSKL	200	ACSKL 200 - Peer Tutoring Certification Level One	☑ Active	12/18/2014	
ACSKL	201	ACSKL 201 - Peer Tutoring Certification Level Two	☑ Active	12/18/2014	
ACSKL	Train 99	This is a training title	⚙ In Review	1/14/2015	
ACSKL	100	Test	📝 Draft	1/28/2015	
ADJUS	Train 99	This is a training title	⚙ In Review	1/15/2015	
ADJUS	222	ADJUS 222 - Basic Investigations	☑ Active	12/18/2014	

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.

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: 01/28/2015 14:28:15					
Subject ▲	Course #	Title	Status	Created On	Reports
ACSKL	200	ACSKL 200 - Peer Tutoring Certification Level One	☑ Active	12/18/2014	<div>  <div>           Course Outline            Impact            All Fields         </div> </div>
ACSKL	201	ACSKL 201 - Peer Tutoring Certification Level Two	☑ Active	12/18/2014	
ACSKL	Train 99	This is a training title	⚙ In Review	1/14/2015	

The "Course Outline" report produces a course outline.

<p style="text-align: center;"><b>Course Outline</b> <b>Contra Costa</b></p> <hr/> <p><b>Course Title:</b> Peer Tutoring Certification Level One <b>Course Number:</b> ACSKL 200 <b>Credit Hours:</b> 0.50     Lecture: 9.00 hours     Lab: 0.00 hours</p> <hr/> <p>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.</p> <hr/> <p style="text-align: right;">Generated on: 1/28/2015 2:51:30 PM</p>
---

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

<p>ACSKL 200 - Peer Tutoring Certification Level One **New Credit Course** Contra Costa</p> <hr/> <p><b>Course Requisites</b></p> <hr/> <p><b>Cross Listed Courses</b></p> <hr/> <p><b>Programs</b></p> <hr/> <p style="text-align: right;">Generated on: 1/28/2015 2:51:58 PM</p>
--

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

<b>All Fields Report - Course</b>	
<b>Cover</b>	
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	
<b>Rationale</b>	
Rationale	
<b>Proposal Information</b>	
Proposed Start- Semester	
Proposed Start Year	
Discipline(s)	
<b>Units/Hours</b>	
<b>Class Hours</b>	

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
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.

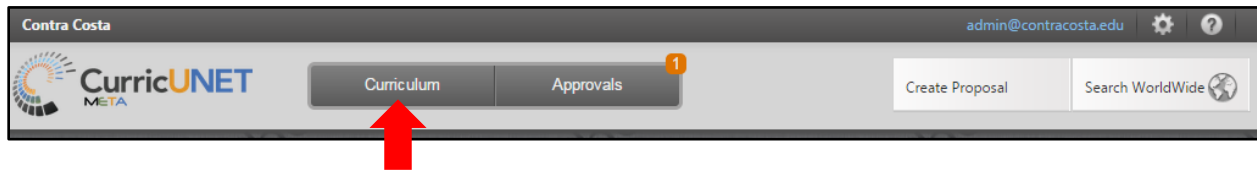
### New Credit Course: ACSKL 200 - Peer Tutoring Certification Level One

 Status: Active [View Proposal History](#)

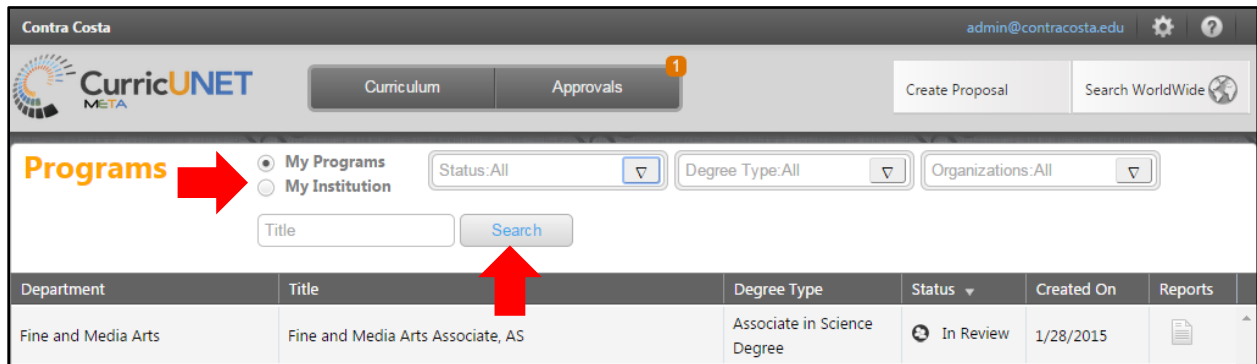
Cover	4/8	Cover
Units/Hours		Subject Area * <input type="text" value="ACSKL - Academic Skills"/>
Requisites		Course Number * <input type="text" value="200"/>
Course Objectives		Full Name/Title * <input type="text" value="Peer Tutoring Certification Level One"/>
Degree/Transfer Applicability		Course Catalog Description * <div>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.</div>
Course Outcomes		Course Schedule Description * <div></div>
Methods of Evaluation		
Methods of Instruction		
Assignments		
Course Content		

## Programs

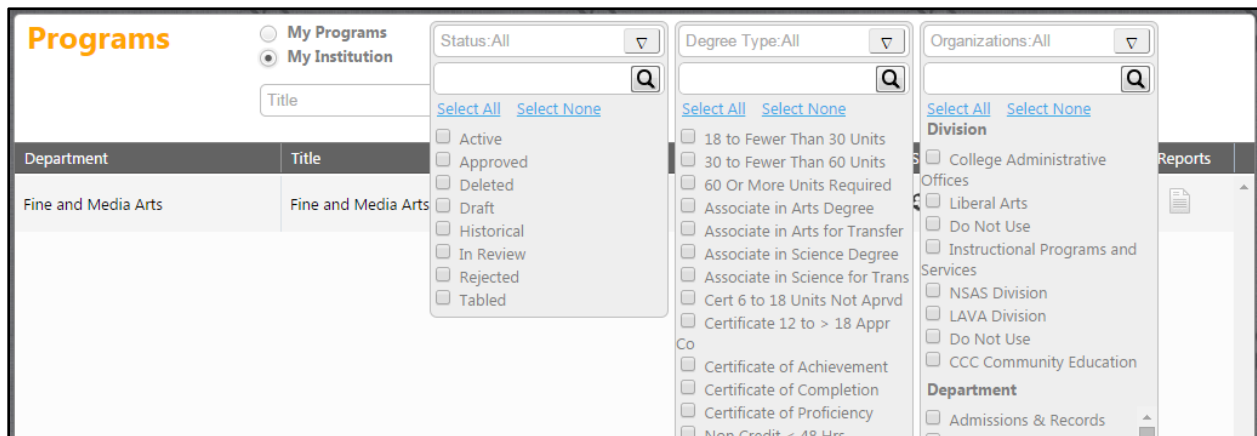
To view programs, select the “Curriculum” button at the top of the page, then select “Program” from the dropdown menu.



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.

The screenshot shows the CurricUNET interface with the search results for 'Communication'. A red arrow points to the 'Search' button. The results table is as follows:

Department	Title	Degree Type	Status	Created On	Reports
Counseling	Liberal Arts: Communication in the English Language, AA	Associate in Arts Degree	Active	12/18/2014	
Speech	Communication Studies - Transfer, AAT	Associate in Arts for Transfer	Active	12/18/2014	

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.)

The screenshot shows the approval history page for the program 'Liberal Arts: Communication in the English Language, AA'. A red arrow points to the 'Program Summary' button. The page includes a message: 'There is no approval history for this item. This is typically the case for items initially imported when CurricUNET launched.'

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

The screenshot shows the 'All Fields Report - Program' form, which is divided into three sections: Cover, Description, and Need Assessment.

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	
-----------------	--

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.

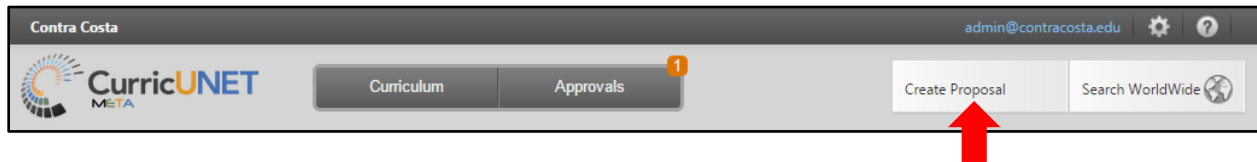
<b><i>Liberal Arts: Communication in the English Language Associate in Arts Degree</i></b>	
<b>Program Learning Outcomes</b>	
Upon successful completion of this program, students will be able to:	
1. Students who complete the program will be able to think critically and express their thoughts clearly 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.	
<b>Degree Requirements:</b>	
<b><i>RESID.C.09: Residency</i></b>	
Course Credits	
Students are required to complete minimum 12.0 degree applicable units from Contra Costa College.	
<b><i>AA.LACEC.C.13: AA.LACEC-Breadth</i></b>	
Course Credits	
Complete 18.0 from the following. For Breadth, include at least two disciplines in your selection.	
CIS      125      Computer Logic Concepts	0 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	
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">  Status: In Review           </div> <div style="color: #4a7ebb;">View Proposal History</div> </div>	
<div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Cover</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Description</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Need Assessment</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Staffing</div> <div style="background-color: #f2f2f2; padding: 2px;">Operating Budget</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="color: #4a7ebb;">Cover</div> <div style="font-size: 0.8em; color: #666;">Last updated by New Client Admin on 1/28/2015 at 3:47 PM</div> </div> <div style="margin-top: 10px;"> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; font-size: 0.8em;">Program Title *</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Fine and Media Arts Associate</div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; font-size: 0.8em;">Department</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Fine and Media Arts</div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; font-size: 0.8em;">Award Type *</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">AS: Associate in Science Degree</div> </div> <div style="font-size: 0.8em;">Mission/Goals</div> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></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 other page on the site.



In Step 1, you will select the proposal type.

A screenshot of the 'Create Proposal' form. The title is 'Create Proposal'. Below the title, it says 'To create a proposal, follow the steps below.' and provides instructions on the draft state and approval process. The form is divided into steps. 'Step 1: Select A Proposal Type' is the active step, featuring a 'Proposal Type\*' dropdown menu with options 'New Credit Course' and 'New Program'. A 'Next Step' button is to the right. Below this, 'Step 2: To be determined' and 'Review and Create' are listed as future steps.

## 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\*

New Credit 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 \*.

### 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.


Create Proposal

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	<b>Cover</b>	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 * <div>Example catalog description.</div>	
Course Outcomes			
Methods of Evaluation	0/1		
Methods of Instruction		Course Schedule Description * <div></div>	
Assignments			
Course Content			
Course Lab Content			
Learning Resources (Texts)			
Attached Files		<b>Rationale</b>	
New Course Information		Rationale <div></div>	
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	<div>Rationale</div> <div></div>
Course Lab Content	
Learning Resources (Texts)	
Attached Files	
New Course Information	
Distance Ed	<b>Proposal Information</b>
Codes/Dates	Proposed Start- Semester * <input type="text"/>
	Proposed Start Year * <input type="text"/>
	Discipline(s) * <input type="text"/>

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

Launch

Delete Draft

Cover	8/8	<b>Units/Hours</b>		Last updated by New Client Admin on 1/29/2015 at 8:41 AM	
Units/Hours		<b>Class Hours</b>			
Requisites		Units - Min	<input type="text"/>	Units - Max	<input type="text"/>
Course Objectives		Lecture Hours - Min	<input type="text"/>	Lecture Hours - Max	<input type="text"/>
Degree/Transfer Applicability		Lab Hours - Min	<input type="text"/>	Lab Hours - Max	<input type="text"/>
Course Outcomes		Composition Hours - Min	<input type="text"/>	Composition Hours - Max	<input type="text"/>
Methods of Evaluation	0/1	Activity Hours - Min	<input type="text"/>	Activity Hours - Max	<input type="text"/>
Methods of Instruction		Lecture HBA Hours - Min	<input type="text"/>	Lecture HBA Hours - Max	<input type="text"/>
Assignments		Lab HBA Hours - Min	<input type="text"/>	Lab HBA Hours - Max	<input type="text"/>
Course Content		Total Course Hours Min: <input type="text"/> Total Course Hours Max: <input type="text"/>			
Course Lab Content		Grading Method <input type="text"/>			
Learning Resources (Texts)		Class Maximum <input type="text"/>			
Attached Files		<b>Repeatability</b>			
New Course Information		May be repeated <input type="text"/>			
		Rationale			
		<div></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 web form for course management. At the top, there is a tab labeled "Class Maximum" with an adjacent input field. Below this, the "Repeatability" section is active. It contains a "May be repeated" dropdown menu which is currently open, showing a list of 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", and "Unlimited - Unlimited Retakes for Non-Cred". Below the dropdown is a large, empty text box labeled "Rationale".

## 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, showing '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. The interface also includes a 'Launch' button and a 'Delete Draft' button.

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. The form includes the following fields:

- Requisite Type \***: A dropdown menu.
- Subject**: A dropdown menu.
- Requisite Course**: A dropdown menu.
- Min Grade**: A text input field.
- Comment or Non Course Requisite**: A large text area.
- Condition**: A dropdown menu.

At the bottom of the form, there are two buttons: '+ Save' and 'Cancel'.

Requisite Type *	<div></div>
Subject	Pre-requisite
Requisite Course	Corequisite
	Advisory
	Entry Skill

Subject	<div></div>
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	<div></div>
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 - Criminal Cases and Terrorism (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	
<div></div>	
Condition	<div></div>
	and
	or

When the requisite is entered, click “Save”.

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

Requisite Type \* Entry Skill

Subject

Requisite Course

Min Grade

Comment or Non Course Requisite  
Placement in Spanish 201

Condition

+ Save Cancel

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 Launch Delete Draft

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

Requisites Show Details Add New Item

Pre-requisite

Subject: ADJUS - Administration of Justice

Requisite Course: ADJUS 120 - Introduction to Administration of Justice (Active)

Min Grade: B

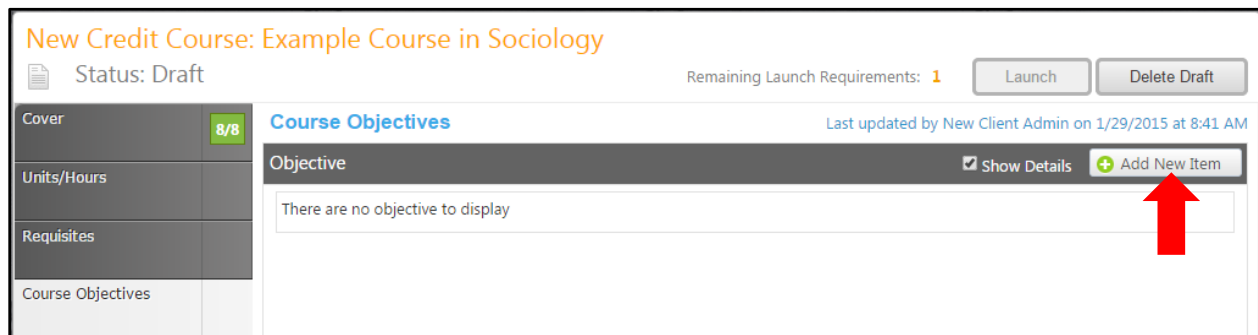
Condition: and

Entry Skill

Comment or Non Course Requisite: Placement in Spanish 201

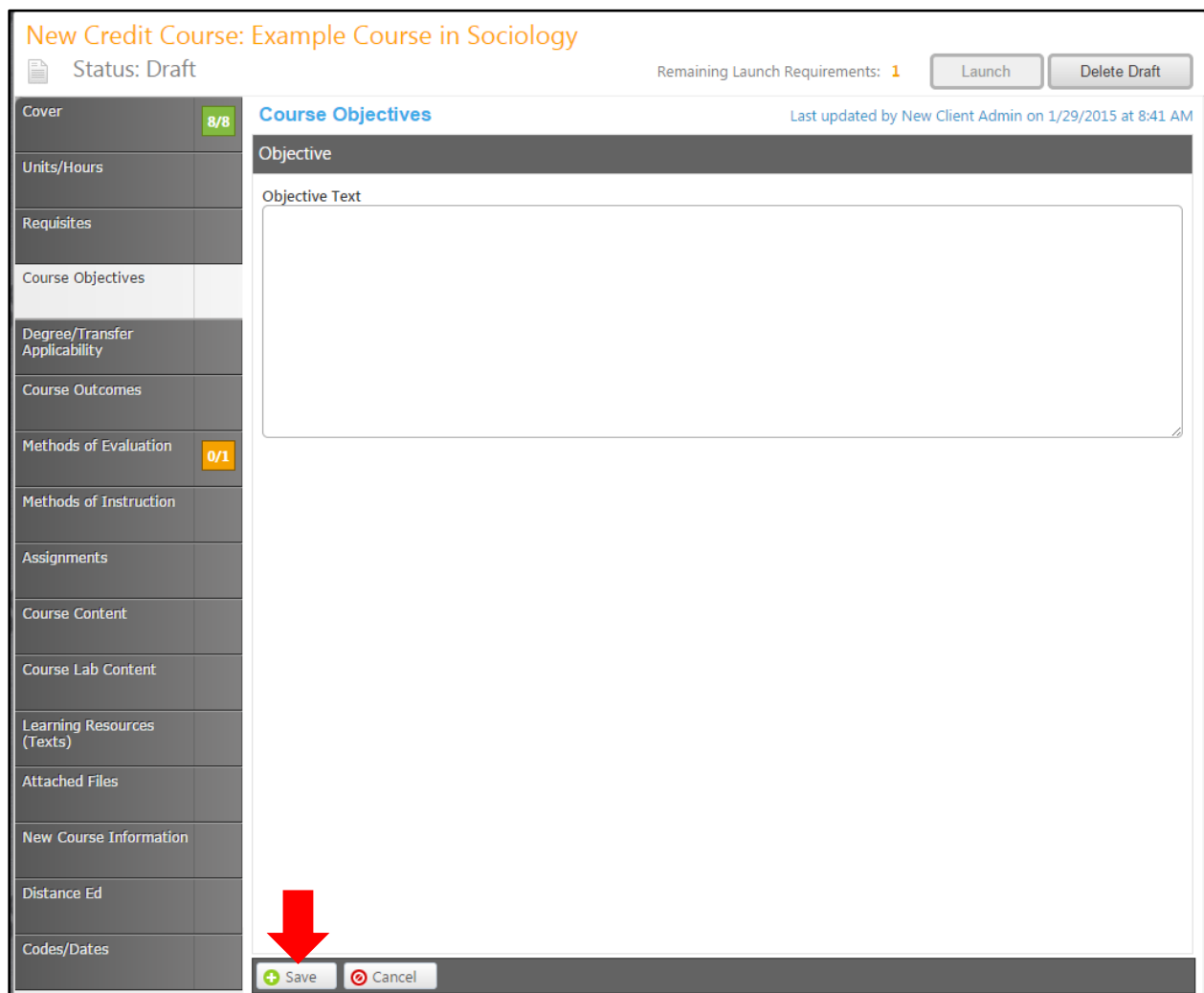
## Course Objectives

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



The screenshot shows the 'New Credit Course: Example Course in Sociology' page. The status is 'Draft'. The 'Course Objectives' section is active, showing 'Objective' with a 'Show Details' checkbox and an 'Add New Item' button. A red arrow points to the 'Add New Item' button. The left sidebar shows 'Cover' (8/8) and 'Course Objectives' (0/0). The right sidebar shows 'Remaining Launch Requirements: 1', 'Launch', and 'Delete Draft' buttons. The bottom of the page shows 'Last updated by New Client Admin on 1/29/2015 at 8:41 AM'.

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



The screenshot shows the 'New Credit Course: Example Course in Sociology' page. The status is 'Draft'. The 'Course Objectives' section is active, showing 'Objective' with a 'Show Details' checkbox and an 'Add New Item' button. The 'Objective Text' field is visible. A red arrow points to the 'Save' button. The left sidebar shows 'Cover' (8/8), 'Units/Hours', 'Requisites', 'Course Objectives', 'Degree/Transfer Applicability', 'Course Outcomes', 'Methods of Evaluation' (0/1), 'Methods of Instruction', 'Assignments', 'Course Content', 'Course Lab Content', 'Learning Resources (Texts)', 'Attached Files', 'New Course Information', 'Distance Ed', and 'Codes/Dates'. The right sidebar shows 'Remaining Launch Requirements: 1', 'Launch', and 'Delete Draft' buttons. The bottom of the page shows 'Last updated by New Client Admin on 1/29/2015 at 8:41 AM'.

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

Cover8/8

Units/Hours

Requisites

Course Objectives

Degree/Transfer

Course Objectives

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

Objective

Show Details

Add New Item

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: DraftRemaining Launch Requirements: 1LaunchDelete Draft

Cover	8/8	<h4>Degree/Transfer Applicability</h4> <span>Last updated by New Client Admin on 1/29/2015 at 8:41 AM</span>
Units/Hours		Designation   <span>▼</span>
Requisites		<b>Proposed For</b>
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		<b>General Education</b>
Course Lab Content		<b>CCC General Education</b>
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)
		<b>CCC Graduation &amp; Competency Requirements</b>
		<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**

☐ 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

Units/Hours

Requisites

Course Outcomes

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

Outcome

There are no outcome to display

Show Details Add New Item

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 achieve 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 major 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

Cover 4/8  
Units/Hours  
Requisites  
Course Objectives  
Degree/Transfer Applicability  
Course Outcomes  
Methods of Evaluation 0/1  
Methods of Instruction

Methods of Evaluation

Last updated by Governet Support on 3/4/2015 at 3:56 PM

Method 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

LaunchDelete Draft

Cover8/8

Units/Hours

Requisites

Course Objectives

Degree/Transfer Applicability

Course Outcomes

Methods of Evaluation1/1

Methods of Instruction

Assignments

Course Content

Methods of Instruction

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

Instruction Type

☐ Lecture  
☐ Lab  
☐ Activity  
☐ Collaborative Learning/Peer Review  
☐ Computer Assisted Instruction  
☐ Demonstration/Modeling  
☐ Discussion  
☐ Problem-based Learning/Case Studies  
☐ Role Playing

Other Method

Page 29

## Assignments

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

**New Credit Course: Example Course in Sociology**

Status: Draft Launch Delete Draft

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

**Assignment**

Assignment Type	Hours Per Week
No records to display.	
<span>+ Add new record</span>	
Displaying items 0 - 0 of 0	

Example

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.

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

**Assignment**

Assignment Type	Hours Per Week
<input type="text"/>	<input type="text"/>
<span>✓ Insert</span> <span>✗ Cancel</span>	

**Assignment Type**

**Hours Per Week**

✓ Insert ✗ Cancel

+ Add new record

Weekly Reading  
Weekly Writing  
Weekly Math  
Lab or Software Application  
Other Performance

Displaying items 0 - 0 of 0

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

LaunchDelete Draft

Cover8/8

Units/Hours

Requisites

Course Objectives

Degree/Transfer Applicability

Course Outcomes

Methods of Evaluation1/1

Methods of Instruction

Assignments

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

Assignment

	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 'New Credit Course: Example Course in Sociology' interface. The top navigation bar includes the course title, 'Status: Draft', and buttons for 'Launch' and 'Delete Draft'. A sidebar on the left lists course components: Cover (8/8), Units/Hours, Requisites, Course Objectives, Degree/Transfer Applicability, Course Outcomes, Methods of Evaluation (1/1), Methods of Instruction, Assignments, and Course Content. The main content area is titled 'Course Content' and shows a 'Lecture Outline' text box. Above the text box is a rich text editor toolbar with various icons. Red callouts identify specific tool groups: 'Text Appearance Tools' (font, size, color, background color), 'Special Editing Tools' (undo, redo, link, unlink, source code), and 'Text Alignment Tools, including outline tools' (left align, right align, center align, justified, bulleted list, numbered list, decrease indent, increase indent, and a 'Select block type' dropdown). The text box itself is currently empty.



## Course Lab Content

If the course has a lab, enter the Course Lab Content outline in the text box, using the formatting tools, particularly the outline tools, then save, and move to the “Learning Resources (Texts)” 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	
Course Content	

### Course Lab Content

Course Lab Content

B I U abe (inherited font) (inherited size) A [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Select block type

[Link] [Image] [Table] [List]

## 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

LaunchDelete Draft

Cover8/8

Units/Hours

Requisites

Course Objectives

Degree/Transfer Applicability

Course Outcomes

Methods of Evaluation1/1

Methods of Instruction

Assignments

Course Content

Course Lab Content

Learning Resources (Texts)

Attached Files

New Course Information

Distance Ed

Codes/Dates

Learning Resources (Texts)

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

☐ MLA Formatting

Textbook

	Author	Title	Edition	City	Publisher	(C) Year	Rationale for Older Books	ISBN	Leg
No records to display.									
<div>+ Add new record</div>									
<div>Displaying items 0 - 0 of 0</div>									

Manual

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

Periodical

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

Software

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

Other

	Description
No records to display.	

Page 34

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 \*

Title \*

Edition

City

Publisher \*

(C) Year \*

ISBN

Legacy Textbook Transfer Data (Admin only)

Insert

Cancel

**Manual**

	Author	Title	Date	Publisher	
--	--------	-------	------	-----------	--

Author \*

Title \*

Date \*

Publisher \*

Insert

Cancel

Add new record

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"/>				
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>					
<input type="button" value="+ Add new record"/>					

### Software

	Title	Edition	Publisher	Description
Title *	<input type="text"/>			
Edition *	<input type="text"/>			
Publisher *	<input type="text"/>			
Description	<input type="text"/>			
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>				
<input type="button" value="+ Add new record"/>				
<input type="button" value="↺"/> <input type="button" value="⏮"/> <input type="button" value="⏭"/> <input type="button" value="⏩"/> <input type="button" value="↻"/>				


Displaying items 0 - 0 of 0

### Other

	Description
Description *	<div><div></div></div>
<input type="button" value="✓ Insert"/> <input type="button" value="✗ Cancel"/>	
<input type="button" value="+ Add new record"/>	

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

## New Credit Course: Example Course in Sociology

 Status: Draft

Launch

Delete Draft

Cover8/8

Units/Hours

Requisites

Course Objectives

Degree/Transfer Applicability

Course Outcomes

Methods of Evaluation1/1

Methods of Instruction

Assignments

Course Content

Course Lab Content

Learning Resources (Texts)

Attached Files

New Course Information

Distance Ed

Codes/Dates

### Learning Resources (Texts)

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

☐ MLA Formatting

#### Textbook

	Author	Title	Edition	City	Publisher	(C) Year	Rationale for Older Books	ISBN
<div>Edit</div>	Very Important Person	Scholarly Work			Prestigious Publisher	2052		

+ Add new record

↺

⏮

⏪

⏩

⏭

Displaying items 1 - 1 of 1

#### 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
--	-------------

## 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.

New Credit Course: Example Course in Sociology

Status: Draft

LaunchDelete Draft

Cover8/8

Units/Hours

Requisites

Course Objectives

Attached Files

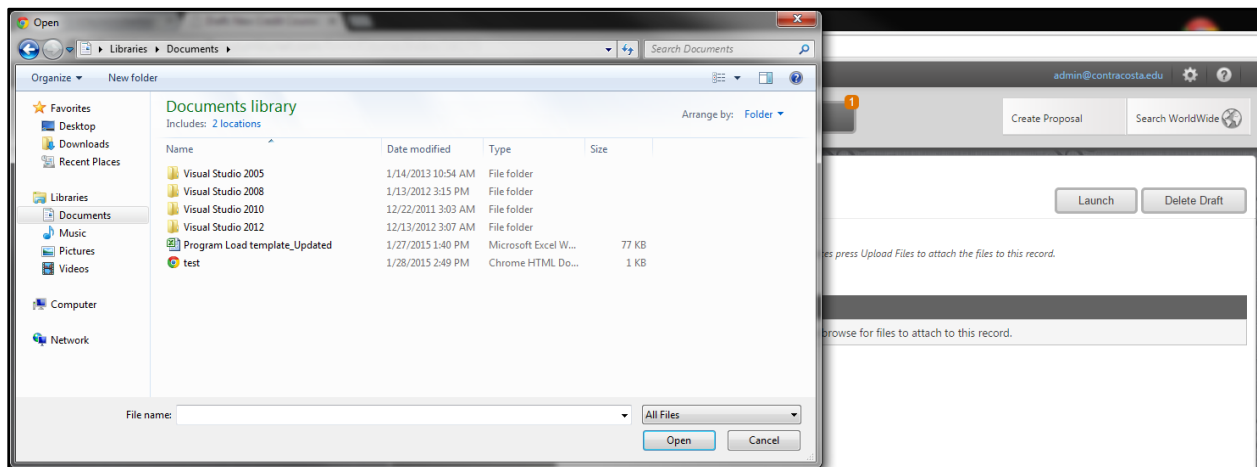
Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Select...

Attachments

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

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



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

Attached Files

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

Select...

Program Load template\_Update... 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 files from this screen. Next, move to the “New Course Information” section.

### New Credit Course: Example Course in Sociology

 Status: Draft

LaunchDelete 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	<a href="#">View File</a>	
------------------------------------	---------------------------	---

## 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

LaunchDelete Draft

Cover	8/8	<h4>New Course Information</h4> <div>Last updated by New Client Admin on 1/29/2015 at 8:41 AM</div> <div><input type="checkbox"/> This course is an expansion of an existing program. <input type="checkbox"/> This course is required. <input type="checkbox"/> This course could be part of a new program in the future. <input type="checkbox"/> This course is part of a proposed new program.</div> <div>How might this course impact other curricular areas? <div></div></div> <div>Which faculty in that area have been consulted? <div></div></div> <div>If issues or conflicts were discovered, how were they resolved? <div></div></div> <div>Will this course require additional funding to support it? <div></div></div> <div>Within the two year course offering cycle, what are the expected enrollments for the course?<div></div></div> <div>What student groups are most likely to enroll?</div>
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		



## 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	

Within the two year course offering cycle, what are the expected enrollments for the course?

What student groups are most likely to enroll?

What is the current productivity (FTES/FTE) for courses in the program review "family" of the proposed course?

☐ An advisory committee has been established and consulted.

Is there any additional information pertinent to the Curriculum Committee's evaluation of this course proposal?

☐ Out of the ordinary supplies or facilities will be necessary.

☐ There will be a request for tutoring funds.

☐ Special equipment or additional staffing will be necessary.

Explain additional staffing. Include implications for classified as well as certificated staff.

Enter any information on online or distance learning components of this course. You will need to scroll down to view all fields. These text boxes have editing tools, if needed. Provide as much detail as possible, and then move to the “Codes/Dates” section of the proposal.

Page 42

## 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
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(inherited size)

Select block type

Telephone/Voice Mail

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(inherited size)

Select block type

Face to Face Meetings (groups or individuals)

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(inherited size)

Select block type

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

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abc
(inherited font)
(inherited size)

Select block type

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	

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

B
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abc
(inherited font)
(inherited size)

Select block type

Other

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abc
(inherited font)
(inherited size)

Select block type

## 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.

New Credit Course: Example Course in Sociology

Status: Draft

LaunchDelete Draft

Cover8/8

Units/Hours

Requisites

Course Objectives

Degree/Transfer Applicability

Course Outcomes

Methods of Evaluation1/1

Methods of Instruction

Assignments

Course Content

Course Lab Content

Learning Resources (Texts)

Attached Files

New Course Information

Distance Ed

Codes/Dates

Codes/Dates

Date

Deactivation Date

Board of Trustees

Effective

State Approval

GE Approval

Last Outline Revision

CIC Approval

Content Review

Requested Start

SemesterYear

Actual Start

SemesterYear

UC Approval

SemesterYear

CSU Approval

SemesterYear

IGETC Approval

SemesterYear

CSU GE Approval

SemesterYear

☐ Is Stand Alone

Originator \*Admin, New Client

Origination Date

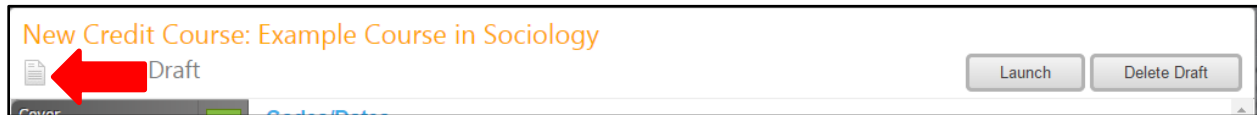
CB00 State ID

CB02 TOP Code

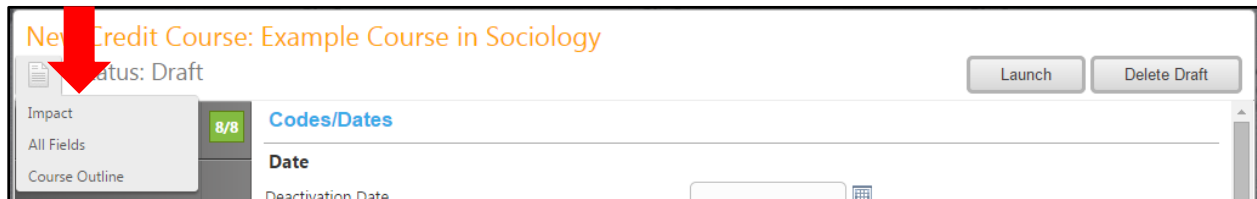
The Codes/Dates section is the last section of the proposal. You may wish to review the proposal before moving it into the approval process. You may do this by moving back through the tabs, or by viewing proposal reports.

## 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	
<b>Course Requisites</b>	
<b>Cross Listed Courses</b>	
<b>Programs</b>	
Generated on: 1/29/2015 11:09:05 AM	

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

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

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

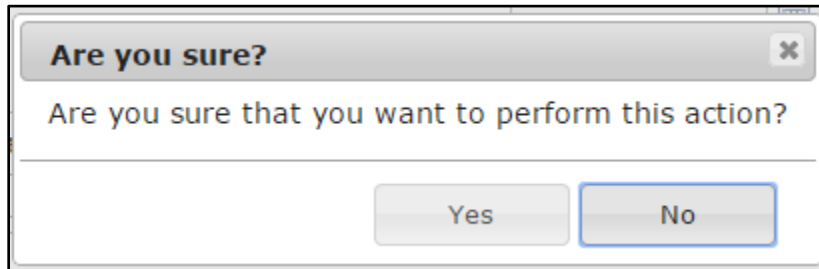
<b>Course Outline Contra Costa</b>	
<b>Course Title:</b> Example Course in Sociology	
<b>Course Number:</b> SOCIO 1234	
<b>Credit Hours:</b> 1.00 - 3.00	
Lecture: 1.00 - 2.00 hours	
Lab: 2.00 - 4.00 hours	
Example catalog description.	
<b>Student Learning Outcomes:</b>	
By the end of this course, a student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

## 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.

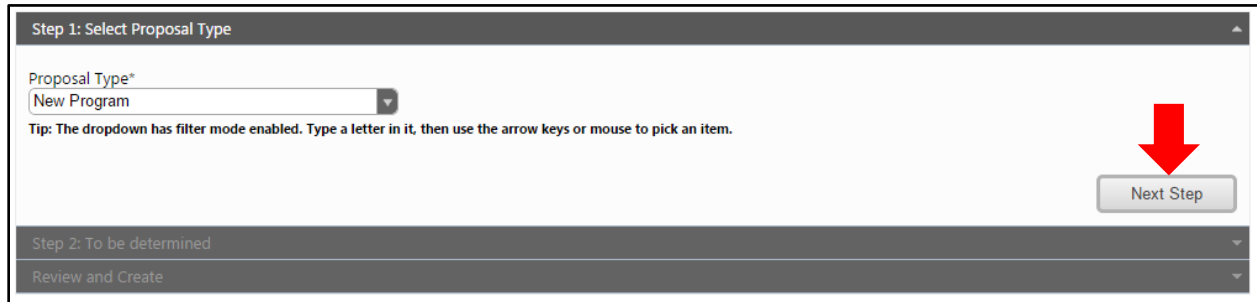


You will be asked to confirm your choice, as both actions are permanent and nonreversible.



## 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

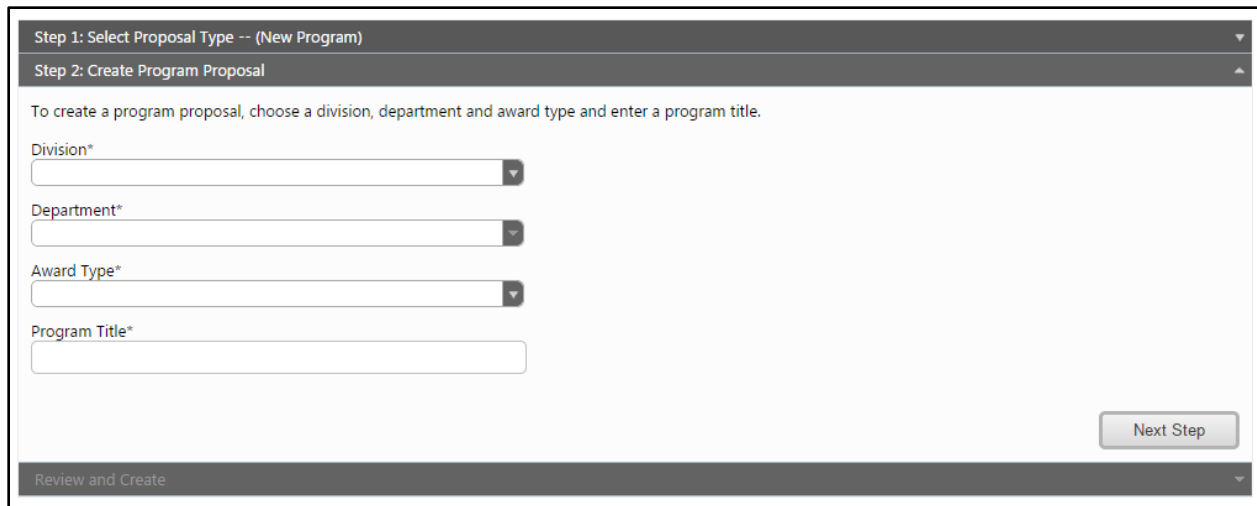
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

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\*

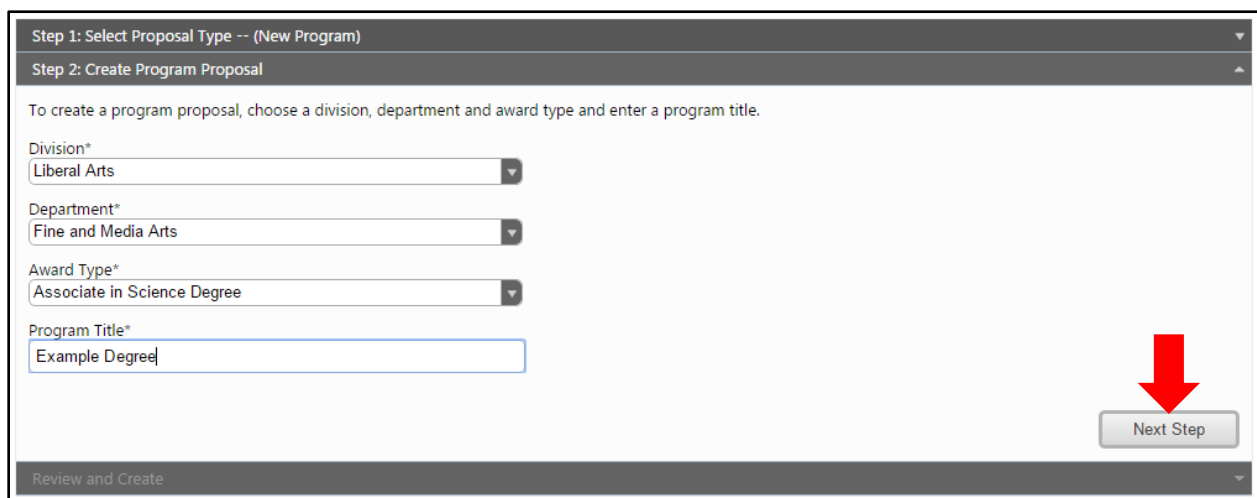
Department\*

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\*

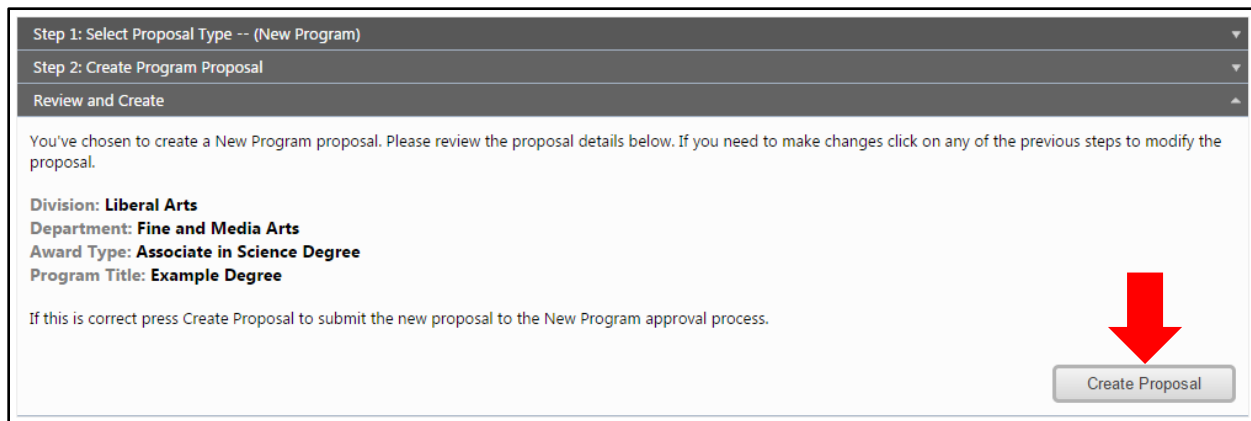
Example Degree

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”.



The screenshot shows a web interface for creating a proposal. At the top, there are three dark gray tabs: 'Step 1: Select Proposal Type -- (New Program)', 'Step 2: Create Program Proposal', and 'Review and Create'. The 'Review and Create' tab is active. Below the tabs, a message states: '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.' The proposal details are listed as follows: 'Division: Liberal Arts', 'Department: Fine and Media Arts', 'Award Type: Associate in Science Degree', and 'Program Title: Example Degree'. Below this information, a note says: 'If this is correct press Create Proposal to submit the new proposal to the New Program approval process.' In the bottom right corner, there is a large red arrow pointing down to a button labeled '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 \*

Department

Award Type \*

Mission/Goals

Rationale \*

Need Assessment

0/6

Staffing

Operating Budget

Facilities

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. On the left is a sidebar with a table of tabs: Cover (3/3), Description (0/1), Need Assessment (0/6), Staffing, Operating Budget, Facilities, Course Block Definitions, Program Outcomes, Attach Files, and Codes. The 'Description' tab is active. The main area shows a 'Description \*' text box with a rich text editor toolbar. The toolbar includes a 'Select block type' dropdown, a link icon, an unlink icon, a table icon, a link icon, a text color icon, a background color icon, a bulleted list icon, a numbered list icon, an indent icon, and an outdent icon. Red brackets and labels identify parts of the toolbar: 'Special Editing Tools' points to the 'Select block type' dropdown and the link/unlink icons; 'Text Appearance Tools' points to the text color and background color icons; and 'Text Alignment Tools, including outline tools' points to the bulleted list, numbered list, indent, and outdent icons. The top right of the interface shows 'Remaining Launch Requirements: 7', a 'Launch' button, and a 'Delete Draft' button. A status bar at the top indicates 'Status: Draft' and 'Last updated by New Client Admin on 1/29/2015 at 11:37 AM'.

New Program: Example Degree, AS

Status: Draft

Remaining Launch Requirements: 7

Launch

Delete Draft

Description

Description \*

Text Appearance Tools

Special Editing Tools

Text Alignment Tools, including outline tools

## 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

Launch

Delete Draft

Cover3/3

Description1/1

Need Assessment0/6

Staffing

Operating Budget

Facilities

Course Block Definitions

Program Outcomes

Attach Files

Codes

Need Assessment

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

Projected Enrollment

Fall Year 1 \*

Spring Year 1 \*

Fall Year 2 \*

Spring Year 2 \*

Projected FTES

Year 1 \*

Year 2 \*

Duplication Rationale

Affected Departments

Page 52

## 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

LaunchDelete Draft

Cover3/3

Description1/1

Need Assessment6/6

Staffing

Operating Budget

Facilities

Course Block Definitions

Program Outcomes

Attach Files

Codes

Staffing

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

Initial Needs

New Hires

Expected Changes (Years 2 - 4)

## 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

LaunchDelete Draft

Cover3/3

Description1/1

Need Assessment6/6

Staffing

Operating Budget

Facilities

Course Block Definitions

Program Outcomes

Attach Files

Codes

Operating Budget

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

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

3/3

Description1/1

Need Assessment6/6

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

LaunchDelete Draft

Cover	3/3	<b>Facilities</b> <div>Last updated by New Client Admin on 1/29/2015 at 11:37 AM</div> <div>Facilities Needed (First Year)</div> <div></div>
Description	1/1	
Need Assessment	6/6	
Staffing		
Operating Budget		
Facilities		Additional Facilities (Subsequent Years)
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”.

New Program: Example Degree, AS

Status: Draft

Launch

Delete Draft

Cover3/3

Description1/1

Need Assessment6/6

Staffing

Course Block Definitions

Course Block Definitions

☒ Show Details

+ Add New Item

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

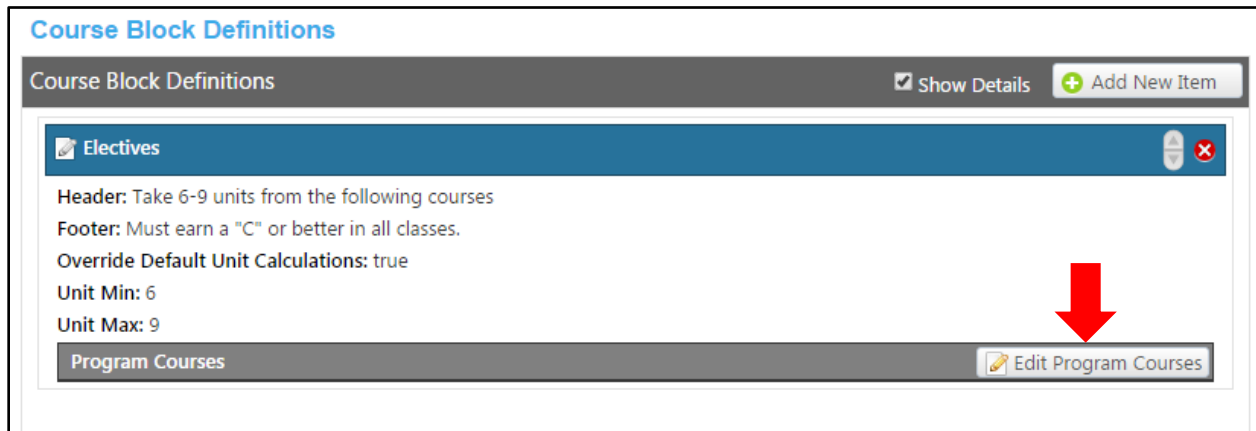
6

Unit Max

9

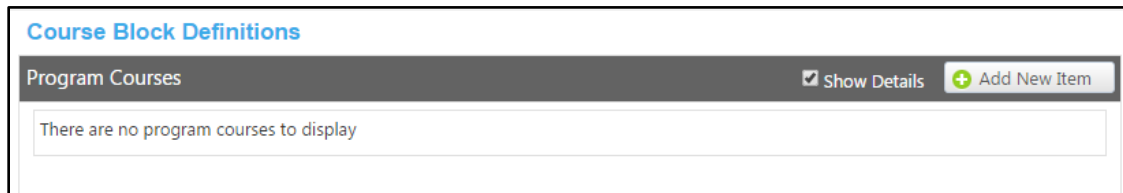


To add courses to a Course Block, select “Edit Program Courses”.



The screenshot shows the 'Course Block Definitions' interface. At the top, there is a header bar with the title 'Course Block Definitions' and two buttons: 'Show Details' (with a checkmark icon) and 'Add New Item' (with a plus icon). Below the header, there is a list of course blocks. The first block is titled 'Electives' and has a blue header bar. Below the header bar, the following text is displayed: '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 the 'Electives' block, there is a button labeled 'Edit Program Courses' with a pencil icon. A large red arrow points down to this button.

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



The screenshot shows the 'Course Block Definitions' interface. At the top, there is a header bar with the title 'Course Block Definitions' and two buttons: 'Show Details' (with a checkmark icon) and 'Add New Item' (with a plus icon). Below the header bar, there is a list of course blocks. The first block is titled 'Program Courses' and has a grey header bar. Below the header bar, the following text is displayed: '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”.

### Course Block Definitions

Program Courses

☒ Show Details + Add New Item

ART 117 - Appreciation of Art & Architecture 3.00 \*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: Must be approved by academic adviser

Exception Identifier: \*

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

Click on this item to modify its details.

Done

Min Units 0 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\*

☒ Update☐ Cancel

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

Cover3/3

Description1/1

Need Assessment6/6

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

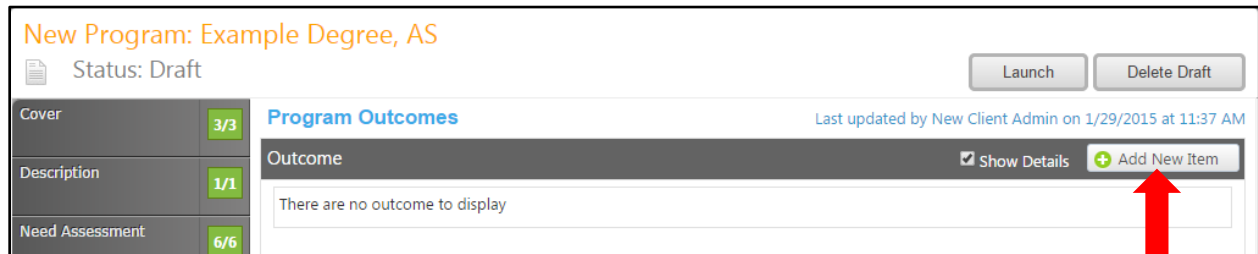
Program Courses

Edit Program Courses

Page 62

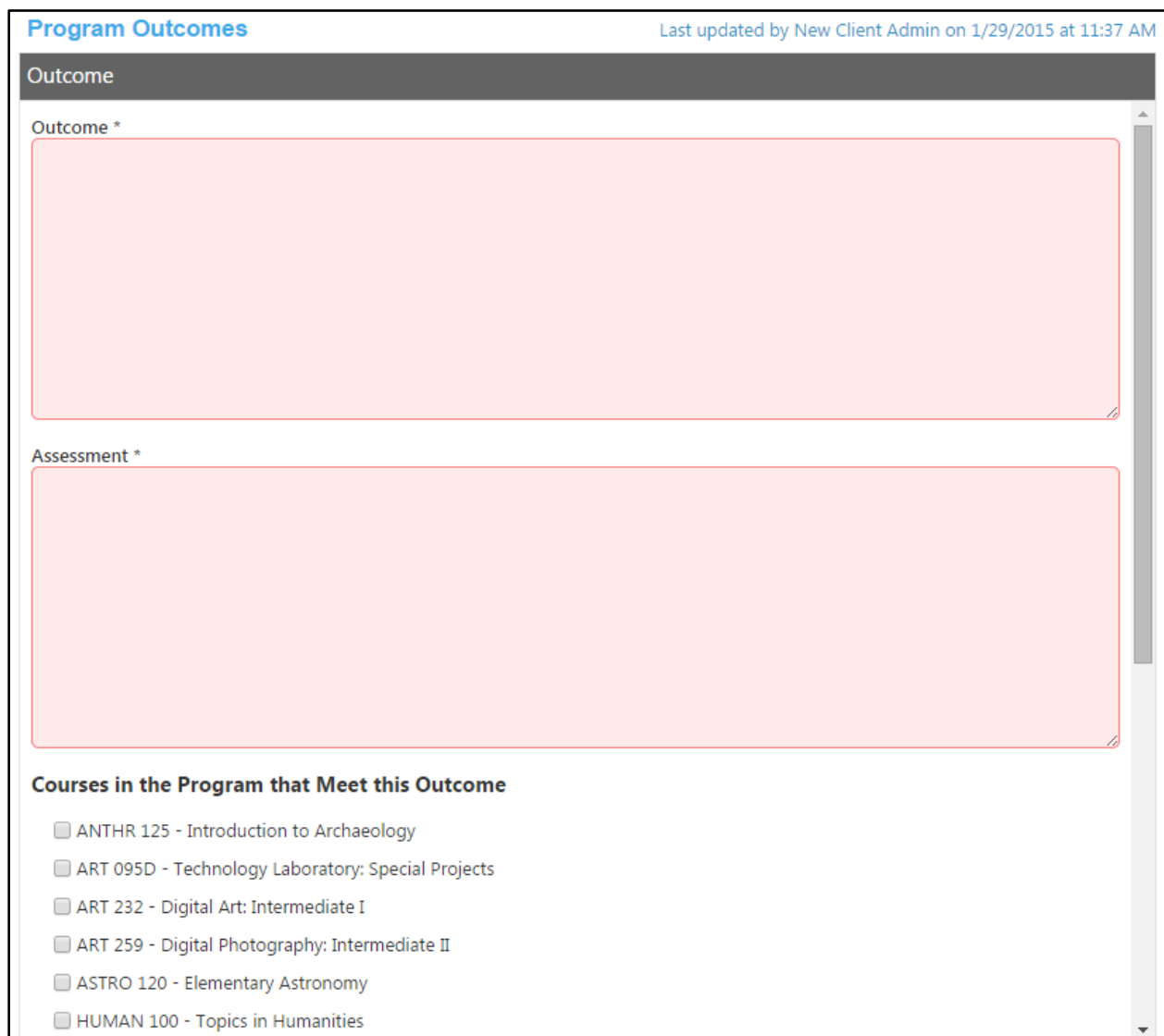
## Program Outcomes

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



The screenshot shows the top of the 'Program Outcomes' interface. On the left, a sidebar contains 'Cover' (3/3), 'Description' (1/1), and 'Need Assessment' (6/6). The main header area includes 'New Program: Example Degree, AS', 'Status: Draft', and buttons for 'Launch' and 'Delete Draft'. The 'Program Outcomes' title is followed by a timestamp: 'Last updated by New Client Admin on 1/29/2015 at 11:37 AM'. Below this is a sub-header 'Outcome' with a 'Show Details' checkbox and an 'Add New Item' button. A red arrow points to the 'Add New Item' button. The main content area below the sub-header contains the text '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.



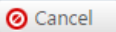


The screenshot shows the 'Program Outcomes' form. The title 'Program Outcomes' is at the top left, and the timestamp 'Last updated by New Client Admin on 1/29/2015 at 11:37 AM' is at the top right. The form has a sub-header 'Outcome'. Below it is a large text box labeled 'Outcome \*'. Below that is another large text box labeled 'Assessment \*'. At the bottom, there is a section titled 'Courses in the Program that Meet this Outcome' with a list of courses, each with an unchecked 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, and HUMAN 100 - Topics in Humanities. A vertical scrollbar is visible on the right side of the form.

☐ 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**

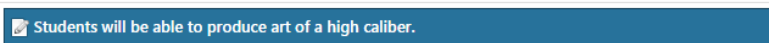



Status: Draft Launch Delete Draft

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 Add New Item

-    

**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.

New Program: Example Degree, AS  
Status: Draft

Cover 3/3  
Description 1/1  
Need Assessment 6/6  
Staffing

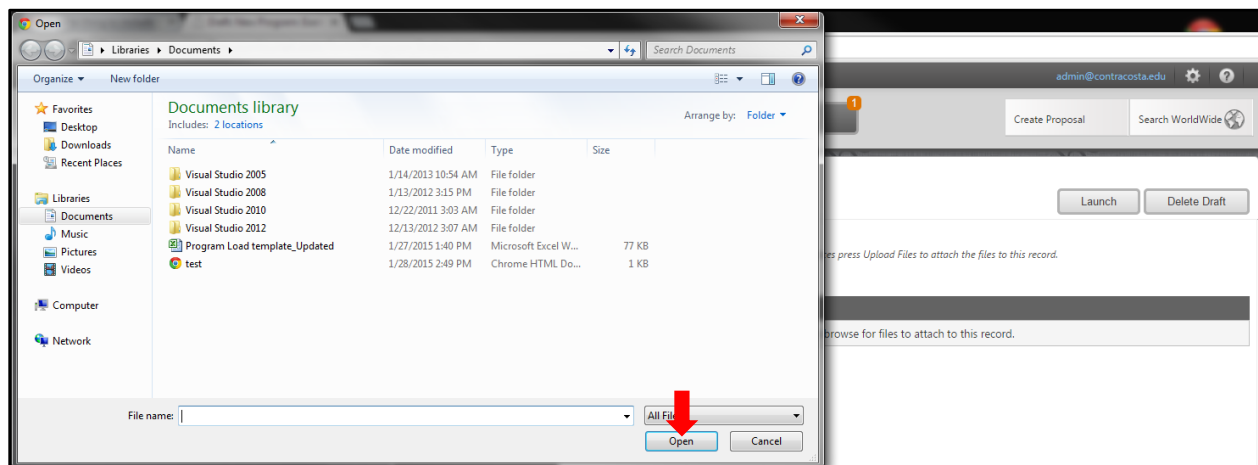
**Attach Files**  
Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Select...

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

Launch Delete Draft

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



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

New Program: Example Degree, AS  
Status: Draft

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

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

Select...

Program Load template\_Update... x Remove

Upload files

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

Launch Delete Draft

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

New Program: Example Degree, AS

Status: Draft

LaunchDelete Draft

Cover	3/3	<div>Attach Files</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>Attachments</div> <div>Program Load template_Updated.xlsxView File</div>
Description	1/1	
Need Assessment	6/6	
Staffing		

## 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**

Need Assessment **6/6**

Staffing

Operating Budget

Facilities

Course Block Definitions

Program Outcomes

Attach Files

Codes

**Date**

State Approval Date

Board of Trustees

CIC Approval Date

APP Status Date

☐ 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

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.



New Program: Example Degree, AS

Document icon: Draft

Buttons: Launch, Delete Draft

Cover 3/3

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



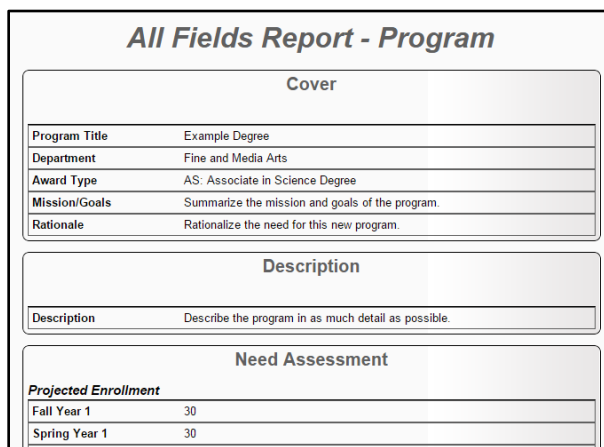
New Program: Example Degree, AS

Document icon: Draft

Buttons: Launch, Delete Draft

Dropdown menu: All Fields, Program Summary (3/3)

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.

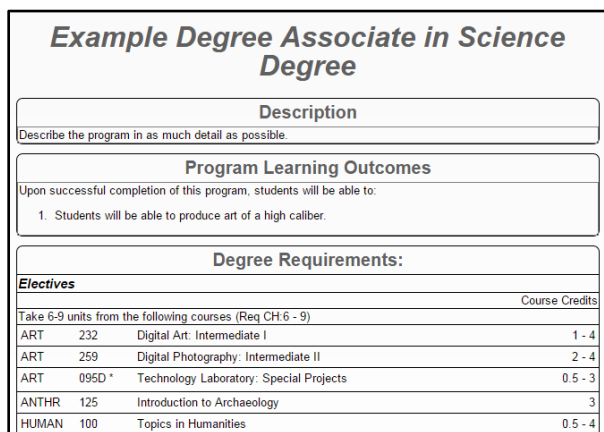
**Description**

Description	Describe the program in as much detail as possible.
-------------	---

**Need Assessment**

<b>Projected Enrollment</b>	
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:

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

**Degree Requirements:**

**Electives**

Take 6-9 units from the following courses (Req CH:6 - 9)			Course Credits
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

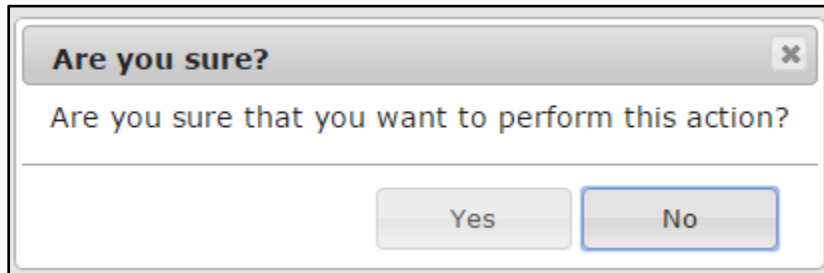
## Program Proposal Launch

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



The screenshot shows a web interface for a program proposal. At the top, it says "New Program: Example Degree, AS" in orange text. Below this, there's a status indicator "Status: Draft" with a document icon. On the right side, there are two buttons: "Launch" and "Delete Draft". A red arrow points to the "Launch" button. On the left side, there's a "Cover" section with a green icon and the text "3/3".

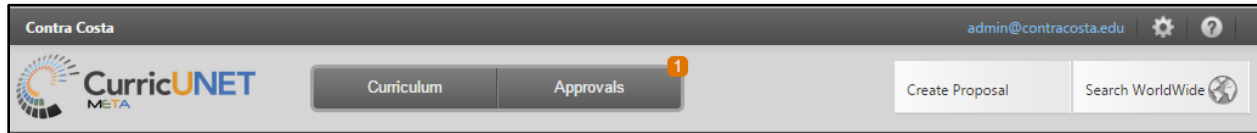
You will be asked to confirm your choice, as both actions are permanent and nonreversible.



The screenshot shows a confirmation dialog box. The title bar says "Are you sure?". The main text asks "Are you sure that you want to perform this action?". At the bottom, there are two buttons: "Yes" and "No". The "No" button is highlighted with a blue border.

## 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						
<input type="radio"/> My Approvals		Proposal Type: All		Position: All		Subject: All
<input checked="" type="radio"/> All Approvals		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

OK

[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**

Select One

**Comments**  

Commit

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	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, 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.