Contra Costa CurricUNET User Manual
# Table of Contents

Log In .................................................................................................................. 4

Viewing Courses & Programs .......................................................................... 5
  Courses ........................................................................................................... 5
  Programs ........................................................................................................ 10

Proposals .......................................................................................................... 13

New Course Proposal ....................................................................................... 14
  Main .............................................................................................................. 16
  Units/Hours .................................................................................................. 18
  Requisites ..................................................................................................... 20

Course Objectives .............................................................................................. 23

Degree/Transfer Applicability .......................................................................... 25

Course Outcomes ............................................................................................... 26

Methods of Evaluation ...................................................................................... 28

Methods of Instruction ...................................................................................... 29

Assignments ....................................................................................................... 30

Course Content .................................................................................................. 32

Course Lab Content ............................................................................................. 33

Learning Resources (Texts) ............................................................................. 34

Attached Files .................................................................................................... 38

New Course Information .................................................................................. 40

Distance Ed ......................................................................................................... 42

Codes/Dates ........................................................................................................ 44

Reports ................................................................................................................ 45

Proposal Launch ................................................................................................ 47

New Program Proposal ..................................................................................... 48
  Cover .............................................................................................................. 50
  Description .................................................................................................... 51
  Need Assessment ............................................................................................. 52
  Staffing .......................................................................................................... 53
  Operating Budget ............................................................................................ 54
  Facilities ......................................................................................................... 55
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Block Definitions</td>
<td>56</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>63</td>
</tr>
<tr>
<td>Attach Files</td>
<td>65</td>
</tr>
<tr>
<td>Codes</td>
<td>67</td>
</tr>
<tr>
<td>Program Proposal Reports</td>
<td>68</td>
</tr>
<tr>
<td>Program Proposal Launch</td>
<td>69</td>
</tr>
<tr>
<td>Approvals</td>
<td>70</td>
</tr>
</tbody>
</table>
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.
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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course #</th>
<th>Title</th>
<th>Status</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACSKL</td>
<td>200</td>
<td>ACSKL 200 - Peer Tutoring Certification Level One</td>
<td>Active</td>
<td>12/18/2014</td>
</tr>
<tr>
<td>ACSKL</td>
<td>201</td>
<td>ACSKL 201 - Peer Tutoring Certification Level Two</td>
<td>Active</td>
<td>12/18/2014</td>
</tr>
<tr>
<td>ACSKL</td>
<td>Train 99</td>
<td>This is a training title</td>
<td>In Review</td>
<td>1/14/2015</td>
</tr>
<tr>
<td>ACSKL</td>
<td>100</td>
<td>Test</td>
<td>Draft</td>
<td>1/28/2015</td>
</tr>
<tr>
<td>ADIUS</td>
<td>Train 99</td>
<td>This is a training title</td>
<td>In Review</td>
<td>1/15/2015</td>
</tr>
<tr>
<td>ADIUS</td>
<td>222</td>
<td>ADIUS 222 - Basic Investigations</td>
<td>Active</td>
<td>12/18/2014</td>
</tr>
</tbody>
</table>

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 “Course Outline” report produces a course outline.

**Course Outline**  
Contra Costa

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Peer Tutoring Certification Level One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number:</td>
<td>ACSKL 200</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>0.50</td>
</tr>
<tr>
<td>Lecture:</td>
<td>9.00 hours</td>
</tr>
<tr>
<td>Lab:</td>
<td>0.00 hours</td>
</tr>
</tbody>
</table>

This course will allow peer tutors to meet their 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.

The “Impact” report shows interactions between this course and programs or other courses across the institution.
The “All Fields” report produces a report detailing each field within the course proposal.

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”.

![Course Proposal](image)
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.
**Programs**

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

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

To search within programs, use the drop down menus to select the category(s) you would like to view. You will have to scroll down to view all departments.
Manually close the dropdown menus by clicking the down arrow, enter any additional title keywords into the “Title” field, and click “Search”. To view a program, click on the program title.

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.

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.

---

**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**
- Students are required to complete minimum 12.0 degree applicable units from Contra Costa College.

**AA.LACEC.C.13: AA.LACEC-Breadth**
- Complete 18.0 from the following. For Breadth, include at least two disciplines in your selection.
- **CIS 125: Computer Logic Concepts**
  - Course Credits: 3

**New Program: Fine and Media Arts Associate, AS**

<table>
<thead>
<tr>
<th>Status: In Review</th>
<th>View Proposal History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>Program Title</strong></td>
</tr>
<tr>
<td></td>
<td>Fine and Media Arts</td>
</tr>
<tr>
<td><strong>Need Assessment</strong></td>
<td><strong>Department</strong></td>
</tr>
<tr>
<td></td>
<td>Fine and Media Arts</td>
</tr>
<tr>
<td><strong>Operating Budget</strong></td>
<td><strong>Award Type</strong></td>
</tr>
<tr>
<td></td>
<td>AS: Associate in Science Degree</td>
</tr>
<tr>
<td><strong>Mission/Goals</strong></td>
<td><strong>Mission/Goals</strong></td>
</tr>
</tbody>
</table>

Last updated by New Client Admin on 1/28/2015 at 3:47 PM
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”.

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 *.
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”.

![Proposition view showing steps and details](image)

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.
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.
**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.
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.
**Requisites**

To add a Requisite to the “Requisites” section, click the “Add New Item” 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.
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.
When the requisite is entered, click “Save”.

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.
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.

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

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”.
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.
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.

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

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

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.
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.
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.
**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.”
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.
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.
### Periodical

<table>
<thead>
<tr>
<th>Title *</th>
<th>Author</th>
<th>Publication</th>
<th>Year</th>
<th>Volume</th>
</tr>
</thead>
</table>

Insert | Cancel

Add new record

### Software

<table>
<thead>
<tr>
<th>Title *</th>
<th>Edition</th>
<th>Publisher</th>
<th>Description</th>
</tr>
</thead>
</table>

Insert | Cancel

Add new record

### Other

<table>
<thead>
<tr>
<th>Description *</th>
</tr>
</thead>
</table>

Insert | Cancel

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

Cover

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.

Attachments

Program Load template_Updated.xlsx

View File

Launch
Delete Draft
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.
Distance Ed
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.
**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 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.
The “All Fields” Report summarizes all information and fields in the proposal.

![All Fields Report - Course](image)

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

![Course Outline](image)
**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”.

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.
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”.

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.
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.
**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.
**Staffing**

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

![Facilities Section](image-url)
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”.
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](image1)

### Program Sequencing

![Program Sequencing](image2)
To add courses to a Course Block, select “Edit Program Courses”.

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

Click on this item to modify its details.
After adding all course/requirements for the course block, click “Update”.

![Course Block Definitions](image)

- **Header**: Take 6-9 units from the following courses
- **Footer**: Must earn a “C” or better in all classes.
- **Override Default Unit Calculations**

**Unit Details**
- **Unit Min**: 6
- **Unit Max**: 9

**Program Courses**
- **ART 232 - Digital Art: Intermediate**: 11:00 - 4:00 "Active"
  - **Subject**: ART - Art
- **ART 259 - Digital Photography: Intermediate II**: 2:00 - 4:00 "Active"
  - **Subject**: ART - Art
- **ART 0090 - 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 - 4:30 "Active"
  - **Subject**: HUMAN - Humanities
- **ANTHR 114 - Elementary Astronomy**: 3:00 "Active"

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

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.
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.
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”.

[Image of the Attach Files section in a proposal creation tool]

[Image of selecting and opening files]

[Image of uploading selected files]

[Image of the Attach Files section with uploaded files]
You may rename, view, or delete files from this screen. Next, move to the “Codes” section.
Codes

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

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.

The “Program Summary” summarizes the proposal, focusing on the Description, Program Learning Outcomes, and Degree Requirements.
**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.
Depending on which type of actions your position has you will either see this screen:

![New Credit Course: This is a training title](image)

Or this screen:

![Approval Update for Academic Senate President](image)

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.