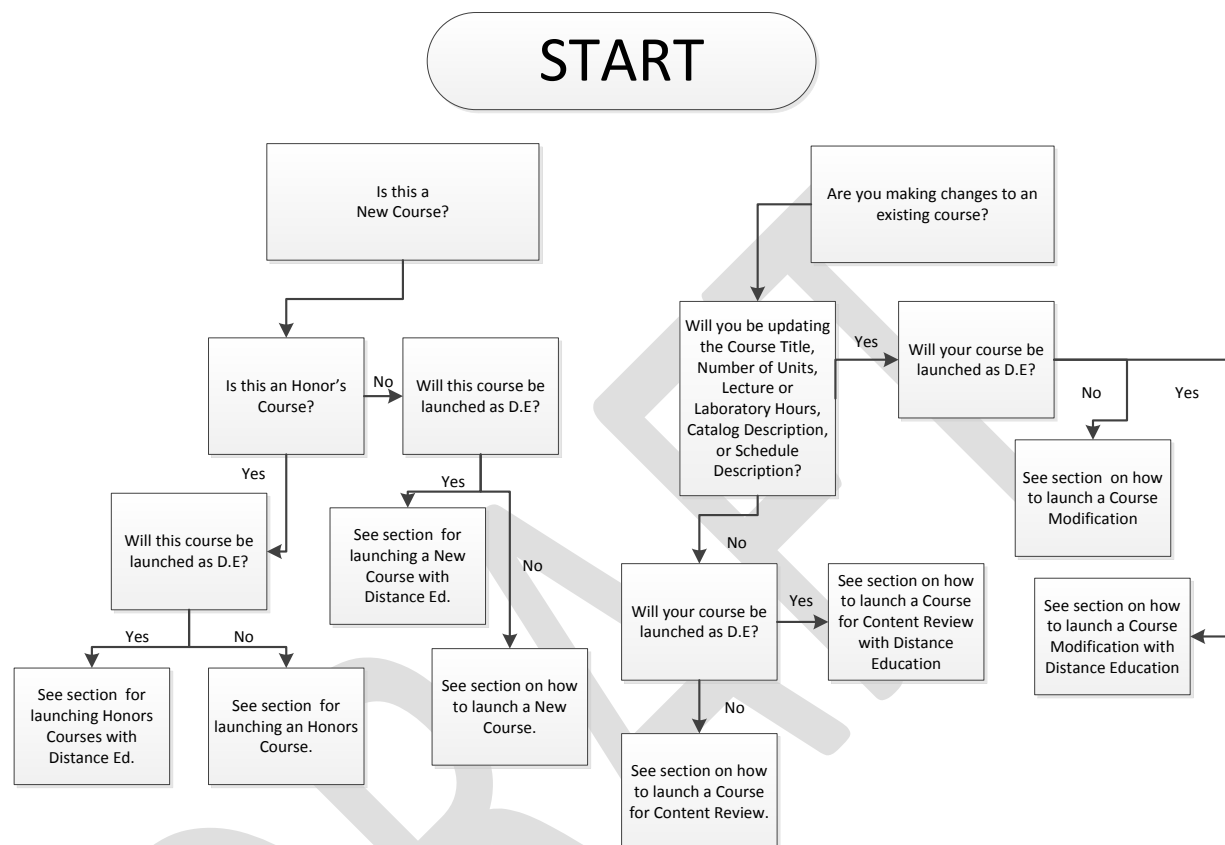# Course Proposals

Course Proposals

Deciding Which Proposal Type to Use when Launching Courses

Before getting started, please answer the following questions:

START

- Is this a New Course?
  - Is this an Honor's Course?
    - Yes → Will this course be launched as D.E?
      - Yes → See section for launching Honors Courses with Distance Ed.
      - No → See section for launching an Honors Course.
    - No → Will this course be launched as D.E?
      - Yes → See section for launching a New Course with Distance Ed.
      - No → See section on how to launch a New Course.

- Are you making changes to an existing course?
  - Will you be updating the Course Title, Number of Units, Lecture or Laboratory Hours, Catalog Description, or Schedule Description?
    - Yes → Will your course be launched as D.E?
      - No → See section on how to launch a Course Modification
      - Yes → See section on how to launch a Course Modification with Distance Education
    - No → Will your course be launched as D.E?
      - Yes → See section on how to launch a Course for Content Review with Distance Education
      - No → See section on how to launch a Course for Content Review.

Definitions of the Different Proposal Types

Modification Type A: Allows you to make revisions on ALL parts of the Course Outline.

Modification Type A with Distance Education: Allows you to make revisions on ALL parts of the Course Outline and allows you to propose the course for DE or make changes to the current DE proposal.

Course Deletion: Allows you to delete a course.

Content Review Type B: Allows changes ONLY to the area that includes the Course Objectives, Content, Methods of Instruction, Methods of Evaluation, Textbooks, and Supplies.

Content Review Type B with Distance Education (DE): Allows changes ONLY to the area that includes the Course Objectives, Content, Methods of Instruction, Methods of Evaluation, Textbooks, and Supplies. Also allows you to propose the course for DE, or make changes to the current DE proposal

New Honor's Course: Allows course proposal for an honors course. See the section in the handbook on honors courses for details. If proposing the honors course concurrently with content review, please contact the co-chair for assistance.

New Course: Allows you access to ALL parts of the Course Outline.

New Course with Distance Education: Allows you access to ALL parts of the Course Outline and allows you to propose the course for DE.

Creating a New Course

STEP 1:
Log into CurricUNET
After logging into CurricUNET, click on the *Courses* link under *Build*.   **Build** Articulation Courses Programs Packages
Click on **Create Course** on the left hand side of the page.   **Courses** Create Course Edit Courses Modify Course
Fill in Discipline, Course Number, Course Title, Short Title, Catalog Description, Schedule Description, and Proposal Type.

To Launch a course as an Honors Course:
Add "H" next to the Course ID. For example, PSYCH100H.
Add the word "Honors" in the course title, for example General Psychology – Honors.
Choose Honors as a Proposal Type.

IMPORTANT: Remember to update and submit the corresponding non-Honors course outline at the same time (for example, both PSYCH 100 and PSYCH 100H must be reviewed/launched simultaneously).

Create New Course

Discipline*	ACAD ▼
Course Number*	Enter #
Course Title *	Enter Course Title
Short Title *	Title Shown On Transcripts
Catalog Description *	Write a short paragraph, with complete sentences, as a well-developed overview of topics covered.
Schedule Description	Brief version of the Catalog Description written in complete sentences.
Proposal Type	New Course ▼

OK Cancel

STEP 2: Course Construction Main Menu and Course Cover

Review the Course Construction Main Menu, and add a Co-Contributor, if needed. Click on Cover to continue the process. Work on the Course Checklist until all boxes have check marks.

Course Construction Main Menu	
Course Number	Enter #
Course Title	Enter Course Title
Short Title	Title Shown On Transcripts
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor

Course Checklist

Main
- Cover
- Units/Hours
- Course Objectives
- Course Content
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Distance Ed
- EQUATE
- Resources
- Other Supplies
- Requisites
- Requisite Analysis
- General Ed
- Attached Files
- Codes/Dates

Course Cover

Review information, add Cross-Listed Course (if needed), insert Catalog and Schedule Description.

For Honors Courses:

Catalog and Schedule Description:

Add this statement in bold: **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

Cross-Listed Courses (Also Offered As):

Cross-listed are courses offered in more than one discipline. This designation requires mutual agreement and review between the departments and divisions offering the cross-listed courses. In order for cross-listing to be considered, the course outline of record for each course must be the same with only the course name number different. Both outlines must be submitted simultaneously through the approval process. That way, the integrity of the course is maintained. You will need to submit both outlines before cross-listing can be approved.

"Stand-Alone" Courses:

Stand-alone courses are defined as those courses which ARE NOT tied to a certificate, degree, or transfer requirement. These courses must meet the criteria of appropriateness to our mission, need, curriculum standards, adequate resources and compliance, meaning the course is not in conflict with any law, including both state and federal laws, and both statutes and regulations.

Course Cover

Division	Library and Learning Support Services
Department	Academic Advancement
Discipline	ACAD - Academic Advancement ▼
Course Number	Enter #
Course Title	Enter Course Title
Short Title	Title Shown On Transcripts
Cross Listed Course	--Select Discipline-- ▼
Cross Course	
Catalog Description	Write a short paragraph, with complete sentences, as a well-developed overview of topics covered.
Schedule Description	Brief version of the Catalog Description written in complete sentences.

Fill out the information below:

Proposal Information

Proposed Start*	Year: ____ Semester: Fall ▼
Need for the Course *	Briefly describe the need for this new course. Include documented evidence of the need for this course. Explain how this course will enhance the current degree program or certificate.
Rationale for Other Requests*	Provide a rationale for any other requests.
Cultural Diversity*	Briefly describe how cultural diversity is addressed in this course.
Feasibility -- Budget Implications *	If the answer is yes to any question below, please explain: Is new equipment needed? Will new faculty be hired? Will facilities be modified or acquired?
Board Rationale *	Explain the need for this course and the programs that will be impacted.

Step 3: Units/Hours

Please Remember To Save Work Before Navigating Off Of Page.

Course Units/Hours

Class Hours

Are hours weekly or per semester?	○ Semester	⊙ Weekly ❓
Variable Units?	Yes: ○ NO: ⊙	
Total Units	Max: [ ] ❓	
Lecture Units	Max: [ ]	
Lab Units	Max: [ ]	
Work Experience	Max: [ ]	
Directed Study Units	Max: [ ]	
Unit/Hours Override	○ Yes	⊙ No ❓
Times Taken	[ ] ❓	
Total units allowed.	[ ] ❓	
Alternative Credit Options	Non-Credit ▼ ❓	

Save Finish Cancel

Hours Report

Course Checklist
- Main
- ☑ Cover
- ☐ Units/Hours
- ☐ Course Objectives
- ☐ Course Content
- ☐ Methods of Instruction
- ☐ Out of Class Assignments
- ☐ Methods of Evaluation
- ☐ Distance Ed
- ☐ EQUATE
- ☐ Resources
- ☐ Other Supplies
- ☐ Requisites
- ☐ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

Lecture: 1 unit lecture coures = 18 hours in-class lecture plus 36 hours out-of-class study.
Lab: 1 unit laboratory course = 54 hours in-class laboratory.
Lecture and Lab: 3 units (2 units lecture and 1 unit lab) = 36 hours in-class lecture, 54 hours in-class laboratory, plus 72 hours out-of-class study.

Accreditation standards require a minimum of 48 student learning hours for the award of a unit of credit. Although Title 5, section 58023, defines an hour of classroom or laboratory time as 50 minutes, when calculating out-of-class study time, an hour retains its ordinary meaning of 60 minutes.

Thus, for a one-unit semester lecture course, the <u>minimum</u> hours would be as follows:

> 16 hours of classroom time
> + 32 hours of homework
> 48 hours total student learning time

The minimum number of hours expected for a three-unit semester lecture course would be as follows:

> 48 hours of classroom time
> + 96 hours of homework
> 144 hours total student learning time

For additional information refer to the Program and Course Approval Handbook (PCAH).

STEP 4: Course Objectives

See Taxonomy Check Box for additional assistance.

Please Remember To Save Work Before Navigating Off Of Page.

Course Checklist

Course Objectives

There are currently no objectives defined

Add

Cancel

Upon completion of the course the student should be able to:

Main
- ☑ Cover
- ☑ Units/Hours
- ☐ Course Objectives
  - ☐ Taxonomy
- ☐ Course Content
- ☐ Methods of Instruction
- ☐ Out of Class Assignments
- ☐ Methods of Evaluation
- ☐ Distance Ed
- ☐ EQUATE
- ☐ Resources
- ☐ Other Supplies
- ☐ Requisites
- ☐ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

Course Objectives

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By Kay Dee Yarbrough

Create Heading ☑

Course Objective Text [Enter one objective at a time] See Taxonomy Link for additional help

Click on the check box if you would like the objective to have a heading. This will bold the information and make it a heading for the objectives that will be entered.

Only capitalize the first word and no periods.

Save

Cancel Finish

STEP 5: Course Content

Course Content

Select the course outline icon to create outline. Use the Decrease Indent Icon and the Increase Indent Icon to change the level of the outline.

B *I* U ABC | Paragraph | Font Family | 6 (24pt)

DO NOT COPY AND PASTE FROM OTHER DOCUMENTS! THIS WILL CREATE FORMATTING ISSUES!

Course Checklist
Main
☑ Cover
☑ Units/Hours
☑ Course Objectives
☐ Course Content
☐ Methods of Instruction
☐ Out of Class Assignments
☐ Methods of Evaluation
☐ Distance Ed
☐ EQUATE
☐ Resources
☐ Other Supplies
☐ Requisites
☐ Requisite Analysis
☐ General Ed
☐ Attached Files
☐ Codes/Dates

Use the tool bar to complete the outline.

Begin by entering bullets

To indent, use

Only capitalize the first letter
NO PERIODS

Course Content

Select the course outline icon to create outline. Use the Decrease Indent Icon and the Increase Indent Icon to change the level of the outline.

B *I* U ABC | Format | Font Family | Font Size

LECTURE

    A. Type first item here
        1. Only place a one if a two will follow
            a. Only place an "a" if a "b" will follow
    B. Type second item here

LABORATORY

    A. Follow same format as above
        1.
        2.

Course Content (Cont'd)

Honors Courses: Please make arrangements with the Honors Committee through the Honors program coordinator prior to launching courses in CurricUNET.

IMPORTANT: Remember to update and submit the corresponding non-Honors course outline at the same time (for example, both PSYCH 100 and PSYCH 100H must be reviewed simultaneously).

Course Objectives must contain greater depth, breadth, and rigor.

Course Content could include outside in-depth research on related topics advanced laboratory studies; critical analysis of ideas.

Out-of-Class Assignments may include attending outside lectures where critical thinking culminates in a written assignment; advanced written papers using a specific formatting style on topics researched from the SBVC Library and local university libraries; attending plays, tours of facilities, field trips, concerts and/or conferences in preparation for written papers or reports, examinations, or special projects at an Honors level.

These Out-of-Class Assignments are in addition to the regular assignments found in the non-honors course.

Due to the written critical thinking required of honors students, ENGL 015 is usually a prerequisite for these courses.

STEP 6: Methods of Instruction

Please Remember To Save Work Before Navigating Off Of Page.

Course Methods of Instruction

Methods
- Class and/or small group discussion
- Classroom demonstrations
- Clinical experience
- Distributed education
- Field trips
- Guest speakers
- Guided practice
- Instructor generated handouts
- Laboratory
- Lecture
- Use of films, videotapes, or other media
- Use of written materials: texts, journals, etc. ❓

Other Methods

Place a check mark in all methods that apply and/or list custom methods in this box.

Course Checklist

Main
- ☑ Cover
- ☑ Units/Hours
- ☑ Course Objectives
- ☑ Course Content
- ☐ Methods of Instruction
- ☐ Out of Class Assignments
- ☐ Methods of Evaluation
- ☐ Distance Ed
- ☐ EQUATE
- ☐ Resources
- ☐ Other Supplies
- ☐ Requisites
- ☐ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

STEP 7: Out of Class Assignments

Out of Class Assignments

Reading

Reading assignments are required and may include (but are not limited to) the following:

```
Identify a common reading topic or assignment that students
will read outside of class and indicate that the "student
will need to be prepared to discuss in class".

Avoid using chapter numbers, only reference topics.
```

Critical Thinking

Critical thinking assignments are required and may include (but are not limited to) the following:

Writing

Writing assignments are required and may include (but are not limited to) the following:

```
Include length of writing assignment.

Spell out length of pages if less than ten. |
```

Course Checklist

Main
☑ Cover
☑ Units/Hours
☑ Course Objectives
☑ Course Content
☑ Methods of Instruction
❑ Out of Class Assignments
❑ Methods of Evaluation
❑ Distance Ed
❑ EQUATE
❑ Resources
❑ Other Supplies
❑ Requisites
❑ Requisite Analysis
❑ General Ed
❑ Attached Files
❑ Codes/Dates

Help

Enter a typical assignment in each of the assignment areas for Reading, Critical Thinking, and Writing. Start by clicking on the outline numbering icon. For an Honors course, use bold letters for those assignments that set the honors course apart from the regular course.

Edit | More

STEP 8: Methods of Evaluation

Methods of Evaluation

A student's grade will be based on multiple measures of performance and will reflect the expected outcomes.

A final grade of 'C' or better should indicate that the student has the ability to successfully apply the principles and techniques taught in this course.

These evaluation methods may include, but are not limited to, the following:

Methods
- ☑ Class participation
- ☐ Examinations
- ☐ Homework
- ☐ Lab work
- ☐ Portfolios
- ☑ Presentations (oral or visual)
- ☐ Projects
- ☐ Work performance (internships or field work)
- ☐ Written papers or reports
- ☑ Quizzes
- ☐ Cumulative finals or certifications
- ☐ Other

Click on Help Icon for Further Definitions and/or System Help. ❷

Place a check mark in all methods that apply and/or list custom methods by placing a check mark in the "other" check box and list in this text box.

Course Checklist
- Main
- ☑ Cover
- ☑ Units/Hours
- ☑ Course Objectives
- ☑ Course Content
- ☑ Methods of Instruction
- ☑ Out of Class Assignments
- ☐ Methods of Evaluation
- ☐ Distance Ed
- ☐ EQUATE
- ☐ Resources
- ☐ Other Supplies
- ☐ Requisites
- ☐ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

Legend
Spell Check
❓ Help

Help
Please check any type of evaluation methods that

STEP 9: Distance Ed

Please Note: The Distance Ed. Section on the Course Checklist will be available once you check the **Distributed Education** *box under* **Methods of Instruction**.

Course Distributed Education

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By Kay Dee Yarbrough

Check all distance education delivery methods that apply to this course.
Press the CTRl button on your keyboard and click with your mouse on the delivery methods.

| Delivery Methods [ctrl] + Click selects/deselects | 50 - Computer Assisted Instruction (A sp ▲
 51 - Two-Way Video conferencing (Two-way
 52 - One-Way Video Conferencing (One-way
 63 - Television Course (Video one-way, e
 71 - Hybrid (Includes both on-campus and
 72 - Online Course (Instruction mediated ▼ |

Explain which methods of instruction you will use and how those will impact students
(Example methods of instruction: course management system discussion boards, instructor developed web lectures, converted power point presentations, digital video clips, graphics [digital charts, diagrams, photos, images, annotated screen shots], digital animations, web quests, online reference resources, chat, e-mail, publisher prepared online materials, course cartridge materials, CD/DVD support materials, instructor web site, online library resources, and textbook supplements).

| Methods of Instruction | |

Distance Ed. (Cont'd)

Explain the need for proposed online course.

Explain Need

Explain which online methods of evaluation you will use and how those will impact students.
(Example methods of evaluation: essays and research papers submitted via e-mail attachments, open-book essay and short answer exam questions submitted via e-mail, timed quizzes and tests using the course management software, projects submitted via attachments in the course management software discussion forum, online discussion participation (pairs, groups, or whole class), and proctored exams.)

Evaluation Method

Provide a description of sample assignments that students will complete in the online class format.

Sample Assignments

Save Finish Cancel

STEP 10: Equate

Equating Courses with Crafton Hills College:

It is important that faculty contact their peers at Crafton Hills College when a course is equal to theirs.

For example, if a student takes English 101 at Crafton, we accept that as equivalent at SBVC.

When modifying existing courses or proposing new ones, please review similar courses at CHC.

Whenever possible, similar courses should be equated.

Additionally, SBVC's Schedule and Catalog Data Specialist (Corrina Baber) should be notified so that this information can be placed in Datatel.

In Spring 2008, both CHC and SBVC came to an agreement on the following:

If units differ then courses do not equate

If content differs then courses do not equate

If courses have different pre-and-corequisites, then courses do not equate

EQUATE

Does this course equate to a CHC course?	○ Yes ● No
If this course equates to a CHC course, list CHC course ID:	
Are you requesting the removal of a CHC Equate?	○ Yes ● No
If you are requesting the removal of a CHC Equate, list CHC course ID:	
Have you met with the CHC discipline faculty?	○ Yes ● No

Save Finish Cancel

Course Checklist

Main
☑ Cover
☑ Units/Hours
☑ Course Objectives
☑ Course Content
☑ Methods of Instruction
☑ Out of Class Assignments
☑ Methods of Evaluation
☐ Distance Ed
☐ EQUATE
☐ Resources
☐ Other Supplies
☐ Requisites
☐ Requisite Analysis
☐ General Ed
☐ Attached Files
☐ Codes/Dates

STEP 11: Resources

Please Remember To Save Work Before Navigating Off Of Page.

Course Resources

Page Last Saved on Friday, Apr 15, 2016 at 12:23 PM
By Kay Dee Yarbrough

Opt Heading	Please list 3 recent textbooks (issued in last 5 years). If 3 books or recent edition of the textbooks are not provided, please give reason(s) why newer texts were not selected and/or why less than three texts were selected for the course.

Save

Resource Search

Books

You have no books defined.

Add

Manuals

Course Checklist

Main
- ☑ Cover
- ☑ Units/Hours
- ☑ Course Objectives
- ☑ Course Content
- ☑ Methods of Instruction
- ☑ Out of Class Assignments
- ☑ Methods of Evaluation
- ☐ Distance Ed
- ☑ EQUATE
- ☐ Resources
- ☐ Other Supplies
- ☐ Requisites
- ☐ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

STEP 12: Other Supplies

Please Remember To Save Work Before Navigating Off Of Page.

Other Supplies Required of Students

You have no additional supplies defined for this course.

Description [Enter one supply at a time]

IF additional supplies are required for successful completion of the course, enter them here.

Add each supply separately.

Save

Finish **Cancel**

Course Checklist

Main
- ☑ Cover
- ☑ Units/Hours
- ☑ Course Objectives
- ☑ Course Content
- ☑ Methods of Instruction
- ☑ Out of Class Assignments
- ☑ Methods of Evaluation
- ☐ Distance Ed
- ☑ EQUATE
- ☑ Resources
- ☐ Other Supplies
- ☐ Requisites
- ☐ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

STEP 13: Requisites

Prerequisite:

A course or skill that must be completed prior to enrolling in the desired course. The basic premise is that students are highly unlikely to succeed in the course to which this course is a prerequisite without learning the skills taught in this course.

Prerequisites are an essential tool in the construction of curriculum for courses in which student success is highly dependent on previously acquired knowledge or skills.

Corequisite:

Another course that must be taken during the same semester as the desired course.

Similar to a prerequisite, the premise is that students are highly unlikely to succeed in one or either course without taking these courses at the same time.

Advisories:

The Curriculum Committee recommends that courses 100 and above should have advisories of ENGL 015 or eligibility for ENGL 101 or 101H as determined through the SBVC assessment process.

In some cases, department faculty may want to caution students that some prior preparation is recommended, however, students are still able to succeed in the class without it.

In this instance, department faculty can put advisories on courses. Unlike prerequisites and corequisites, advisories are not enforced. If, for example, THART 120 (Acting Fundamentals I) has an advisory of THART 100 (Introduction to Theater), a student may decide that she does not need to take THART 100 first. The student would still be able to enroll in the acting class.

Like prerequisites, a reasonable rationale must exist for establishing the advisory. Therefore, faculty are asked to complete the same analysis as with a prerequisite/corequisite when seeking to implement advisories. No further scrutiny or validation is necessary.

STEP 13: Requisites (Continued)

Select Appropriate Course Requisites below:

Please Remember To Save Work Before Navigating Off Of Page.

Course Requisites

You have no defined course requisites.

Corequisite ▼ ❓   Add

Finish Cancel

Course Checklist

Main
☑ Cover
☑ Units/Hours
☑ Course Objectives
☑ Course Content
☑ Methods of Instruction
☑ Out of Class Assignments
☑ Methods of Evaluation
☐ Distance Ed
☑ EQUATE
☑ Resources
☑ Other Supplies
☐ Requisites
☐ Requisite Analysis
☐ General Ed
☐ Attached Files
☐ Codes/Dates

Enter ENGL 015 for Departmental Advisory

Course Requisites

You have no defined course requisites.

Add Course Requisite

Requisite Type	Corequisite
Course # and Title	ACAD 001-Strategies for College Success **Active** ▼
Min Grade	C
Additional Requisite Information	Add required requisites by choosing the course from the drop down menu.
Condition	▼

Add   Cancel

Finish

STEP 14: Requisite Analysis

Prerequisites and Corequistes: Mostly 1's
Departmental Advisories: Mostly 2's and 3's

Please Remember To Save Work Before Navigating Off Of Page.

Requisite Analysis

ACAD 001

1 ▼ Identify and assess the services, learning resources, degrees, and certificates available at SBVC

2 ▼ Inventory extracurricular activities available at SBVC

2 ▼ Explain key terms in education such as the AA degree, IGETC, CSU GE-Breadth, units, undergraduate major requirements, general education requirements, financial aid, transfer requirements and graduation requirements

2 ▼ Compare educational paths such as degrees, certificates and transfer

1 ▼ Create an educational plan, mapping the academic path toward career goals

Course Checklist

Main
☑ Cover
☑ Units/Hours
☑ Course Objectives
☑ Course Content
☑ Methods of Instruction
☑ Out of Class Assignments
☑ Methods of Evaluation
☐ Distance Ed
☑ EQUATE
☑ Resources
☑ Other Supplies
☑ Requisites
☐ Requisite Analysis
☐ General Ed
☐ Attached Files
☐ Codes/Dates

STEP 15: General Education

Please work with the Articulation Officer for further assistance.

Please Remember To Save Work Before Navigating Off Of Page.

General Education Requirements

Proposed For	SBVC General Education ▼ ❓
Categories	Currently No Categories

Save Finish Cancel

Course Checklist

Main
- ☑ Cover
- ☑ Units/Hours
- ☑ Course Objectives
- ☑ Course Content
- ☑ Methods of Instruction
- ☑ Out of Class Assignments
- ☑ Methods of Evaluation
- ☐ Distance Ed
- ☑ EQUATE
- ☑ Resources
- ☑ Other Supplies
- ☑ Requisites
- ☑ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

General Education Requirements

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By Kay Dee Yarbrough

Proposed For	SBVC General Education ▼ ❓
Categories	☐ Category I: Natural Science
	☐ Category II: Social and Behavioral Science
	☐ Category III: Humanities
	☐ Category IV: Communication and Analytical Thinking
	☐ Category V: Lifelong Learning and Self Development ❓

Save Finish Cancel

STEP 16: Attached Files

Add SLOs

For CTE Programs:

Insert Regional Consortium Minutes (1st and 2nd Read)

Attached File Upload

Title	ADD SLOs ❓
File	Choose File No file chosen ❓
Attachment Type	SLOs ▼ ❓

Add Finish Cancel

Attached Files

ADVISORY MINUTES

C-ID

CATALOG PAGES

LABOR MARKET

SLOs

TMC DOCUMENTATION

Course Checklist

Main
☑ Cover
☑ Units/Hours
☑ Course Objectives
☑ Course Content
☑ Methods of Instruction
☑ Out of Class Assignments
☑ Methods of Evaluation
☐ Distance Ed
☑ EQUATE
☑ Resources
☑ Other Supplies
☑ Requisites
☑ Requisite Analysis
☑ General Ed
☐ Attached Files
☐ Codes/Dates

STEP 17: Codes/Dates

Insert Top Code

Course Checklist

Main
☑ Cover
☑ Units/Hours
☑ Course Objectives
☑ Course Content
☑ Methods of Instruction
☑ Out of Class Assignments
☑ Methods of Evaluation
☐ Distance Ed
☑ EQUATE
☑ Resources
☑ Other Supplies
☑ Requisites
☑ Requisite Analysis
☑ General Ed
☑ Attached Files
☐ Codes/Dates

Course Codes

Entry of Special Dates

Board of Trustees	[ ]	(mm/dd/yyyy)
Origination Date	[ ]	(mm/dd/yyyy)
Last Effective	[ ]	(mm/dd/yyyy)
Curriculum Approval	[ ]	(mm/dd/yyyy)
Deletion Date	[ ]	(mm/dd/yyyy)

Instructional Services

Requested Start Semester	Term: --Select-- ▼	Year: [ ]	
Actual Start Semester	Term: --Select-- ▼	Year: [ ]	
UC Approval Date	Term: --Select-- ▼	Year: [ ]	
CSU Approval Date	Term: --Select-- ▼	Year: [ ]	
IGETC Approval Date	Term: --Select-- ▼	Year: [ ]	
Effective Date	Term: --Select-- ▼	Year: [ ]	

Classification & Codes

CAN Code [ctrl] + Click selects/deselects	None / AJ2 / AJ2 / AJ2 / ANTH2 / ANTH2
TOP Code	None ▼
SAM Code	None ▼

Legend

Spell Check
? Help
* Indicates Required Field

Help

Edit More

The next step is to launch the proposal.

Launching Proposals

STEP 1:

Once the Course Checklist is complete, a submit button will appear.

Course Checklist
- Main
- ☑ Cover
- ☑ Units/Hours
- ☑ Course Objectives
- ☑ Course Content
- ☑ Methods of Instruction
- ☑ Out of Class Assignments
- ☑ Methods of Evaluation
- ☐ Distance Ed
- ☑ EQUATE
- ☑ Resources
- ☑ Other Supplies
- ☑ Requisites
- ☑ Requisite Analysis
- ☑ General Ed
- ☑ Attached Files
- ☑ Codes/Dates

STEP 2:

To Launch a course, click on submit.

Submit

STEP 3:

Once you click on submit this scree will appear.
Click on My Approvals for the next steps.

Your proposal is complete and the audit was successful.
Now follow the link to "My Approvals", select "Originator" role, and approve the pre-launch.
Approving the pre-launch step, will notify the next positions/steps.

My Approvals

STEP 4:

You will now see the course you were working on.
Click on Action.

ACAD Enter # Enter Course Title
Pending
New Course With Distance Education
Kay Dee Yarbrough

C: ACAD 001 Step: Originate
Proposal   Level: 1.00 **Action**

STEP 5:

The final step is to change the Action to Submit. This will launch the course and begin the Approval Process. Click Save.

Approval Process	
Course	ACAD Enter # Enter Course Title
Proposal Type	New Course With Distance Ed
Step	Originate Proposal
Description	Originate Proposal
Comments	Change Action to Submit
Action	Submit ▼
	Save

Congratulations, your proposal has been launched into the Approval Process!

Modifying and Deleting Courses

STEP 1:

Log into CurricUNET.
Click Course under Search.

Search
Program
Course
Users
SLOs

STEP 2:

Chooose a status.
Choose your discipline.
Click OK.

Course Search	
Status	● All ○ Active ○ Approved ○ Historical ○ Launched ○ Pending ○ Re-Launched
Discipline	-All-
Course Number	
Course Title	

STEP 3:

Find the course you want to modify or delete and create a copy.

Course Search Results

Actions	Discipline Course Number Title
𝕎ℝ ℝ𝔸 ✏ 🗏	ACAD 001 Strategies for College Success *Active* **Modification: Type A With Distance Education** Patricia A. Wall
𝕎ℝ ℝ𝔸 ✏ 🗏	ACAD 010 Tutor Training *Active* **Modification: Type A With Distance Education** Patricia A. Wall
𝕎ℝ ℝ𝔸 ✏ 🗏	ACAD 600FX4 Supervised Tutoring - Mathematics, Business & Computer Technology *Pending* **New Course** Henry Hua

STEP 4:

Choose the type of modification that will be made.
See Page _____ for information on the specific proposal types.

Course Update

Course	ACAD 001 Strategies for College Success *Active* **Modification: Type A With Distance Education** Patricia A. Wall
Proposal Type	---Please select---

Next Cancel

For Deleting Courses:

Choose Course Deletion

STEP 5:

Type the rationale for the modification.

Course Update

Course	ACAD 001 Strategies for College Success *Active* **Modification: Type A With Distance Education** Patricia A. Wall
Proposal Type	Modification: Type A With Distance Education
Rationale	Type Rationale for modification here.

For Deleting Courses:

Type the rationale for deleting this course.

STEP 6:

Work through the Course Checklist until all boxes have a checkmark.

Course Construction Main Menu	
Course Number	001
Course Title	Strategies for College Success
Short Title	Strategies for College Success
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor

Course Checklist

Main
- ☐ Cover
- ☐ Units/Hours
- ☐ Course Objectives
- ☐ Course Content
- ☐ Methods of Instruction
- ☐ Out of Class Assignments
- ☐ Methods of Evaluation
- ☐ Distributed Education
- ☐ Contact Types
- ☐ EQUATE
- ☐ Resources
- ☐ Other Supplies
- ☐ Requisites
- ☐ Requisite Analysis
- ☐ General Ed
- ☐ Attached Files
- ☐ Codes/Dates

STEP 7: Course Checklist

For specific details pertaining to the Course Checklist, please see pages above

Once all of the boxes in the Course Checklist have been checked, click Submit.

Submit

Course Checklist

Main
- ☑ Cover
- ☑ Units/Hours
- ☑ Course Objectives
- ☑ Course Content
- ☑ Methods of Instruction
- ☑ Out of Class Assignments
- ☑ Methods of Evaluation
- ☑ Distributed Education
- ☑ Contact Types
- ☑ EQUATE
- ☑ Resources
- ☑ Other Supplies
- ☑ Requisites
- ☑ Requisite Analysis
- ☑ General Ed
- ☑ Attached Files
- ☑ Codes/Dates

STEP 8:

To complete this Modification or Deletion, follow instructions on how to launch a proposal.