

Initial Procedures in CurricUNET for a New, Modified, or Inactivation of Credit Courses

A. CREATE A NEW CREDIT COURSE

- a. Go to Create and click on Credit Course. Then click on New Credit Course.
- b. The school, department, and discipline should already be entered, if not contact Jeffrey Fischer at 5801 or Brian Eballo at 6340.
- c. You must contact Jeffrey Fischer for an available course number when creating a new course.
- d. Once you have filled in the course number, course title, and description click OK and you will get a checklist on the right side of the screen to begin creating your course.

B. MODIFYING A COURSE

- a. Go to Search and click on Course. Enter the number of the course and in the dropdown list for Dept. select the discipline and click OK. This should bring up that specific course. However, you may have more than one of the same course.
- b. Click on the copy icon for the course that says “Active” to get a copy to modify.
- c. When the screen pops up, go to the bottom of the page to Course Type and make sure the Modify shows in the dropdown window and click OK.
- d. This will give you the checklist on the right side of the screen to start modifying your course.

C. INACTIVATING A COURSE

- a. Follow the same procedure as listed for a modification except when you get to “b” choose Inactivate from the dropdown list on the Course Type box and then click OK.
- b. On the checklist the only area you have to complete is the Course Proposal Form.
- c. You will need to enter the date of inactivation which will be fall and the following year.
- d. Enter the catalog start and end dates.
- e. Enter a rationale – be specific in a full sentence as to why you are inactivating the course.
- f. Once you have completed that information, do a Save and then a Finish.
- g. A Pre-launch red button will appear on the left side of the screen.
- h. There are about 5 steps – make sure you complete all steps to completely launch the course.

CurricUNET Guidelines of a Course Outline

1. EFFECTIVE DATE

- a. All courses will have a fall effective date (e.g. fall 2015)

2. CATALOG DATES

- a. Should also be changed on the start and end date (for a fall 2015 effective date the start would be 2015 and the end would be 2016).

3. LECTURE, LAB AND UNITS

- a. 1 hour of lecture = 1 unit (= to 18 hours of lecture for semester)
- b. 3 hours of lab = 1 unit (= to 54 hours of lab for semester)
- c. If you have 2 to 3 lab this would = 0.5 to 1 unit
- d. If you need 162 hours of lecture and lab time, you could use 3 hours of lecture and 6 hours of lab. See "Chancellor's Office Hours-to-Units Worksheet" on the homepage of CurricUNET for other lab hour calculations.

4. SAME AS COURSES

- a. If your course is the "same as" another course (exactly the same course information) make sure you list that course under "Interdisciplinary Course (Same As)" area.
- b. If your course is the "same as" another course in another school, you will need to discuss any changes to the course with that school prior to making changes to your course.
- c. Please note: "same as" courses should move through the approval process concurrently and are always taken to the same Curriculum Committee meeting for approval.

5. GRADING BASIS

- a. Select the correct grading basis for your course; Grade only, Grade or Pass/No Pass option available, or Pass/No Pass only. Credit/No Credit is no longer used.

6. REPEATABILITY

- a. Zero (0) must be placed in this area for all courses. Title 5 no longer allows for repeatability.

7 and 8. REQUISITES

- a. If you have a sequence of courses such as ES/A 101, 102, 103. ES/A 101 would probably be a prerequisite of ES/A 102 and 102 would be a prerequisite of 103 and so on.
- b. You may have a limitation on enrollment such as if you have a lifeguard class you might need to enter in this area "Must know how to swim" for example.
- c. Use the proper format or "Condition" that is listed when adding a requisite. If unsure, contact Instructional Support Services or your Curriculum Representative.

9. COURSE DESCRIPTION

- a. Keep description to 50 words or less.
- b. Use fragmented sentences.
- c. Start each with sentence with an action verb, such as **Introduces, Emphasizes, Explores, Requires, Applies, Includes, Provides, Covers, etc.**
- d. Remember to add the information for “Formerly” at the end of your description in parenthesis. For example, (Formerly FS 295B).
- e. Follow this with the degree status and transferable information in brackets [D; CSU; UC] (CSU and UC only if applicable).

10. COURSE OBJECTIVES

- a. Try to keep objectives to 5-10.
- b. They should only be one sentence
- c. Use 1-2 verbs from Bloom’s Taxonomy which is located on in the Links in CurricUNET. You can use together or as separate statements such as “Student will analyze and explain. . .” or “analyze the problem and explain how to fix it”.
- d. Don’t use the same verbs over and over.
- e. If you have progressive courses you will have some of the same objectives, but use terms to show progression such as “novice level, beginning level, intermediate level, and advanced level” from one course to the next. Also, you might have one or two other objectives where the student will learn something else.

11. CORE CONTENT

- a. List topic from your objectives – brief and to the point.
- b. At least 2 bulleted items are required for each subject and should start out with nouns or pronouns.
- c. Make sure the bulleted information give details about your topic.
- d. Do not use punctuation at the end of topics or bullets.
- e. The first letter in the first word of each bulleted item must be capitalized.

12. METHOD OF EVALUATION

- a. Check only the boxes that pertain to your course.

13. OTHER METHOD OF EVALUATION

- a. Use only as needed.

14. EXAMPLE OF ASSIGNMENTS

- a. Use full sentences and do not start with “Student will”.
- b. Write your assignments as if you were speaking to the student(s).
- c. Give specific information as to the mode of delivery (typed, written, or orally presented), the length of the assignment (one page, 500 words, 5-minute oral presentation, etc.)
- d. Mandatory assignments include Reading, Writing, and Critical Thinking. “Group” and “Other” are optional.

15. INSTRUCTIONAL METHODOLOGY

- a. Check only the boxes that apply to your course.

16. TEXTBOOK INFORMATION

- a. Use the MLA format that is provided – more than one text can be added to the “Textbook” area as well as the other areas listed.
- b. At least one of the required textbooks must have a five-year recency. If a newer edition is not available you must explain this in the new course/modification rationale field.
- c. Provide correct information because this is checked and used by the Bookstore to order for the students.
- d. If no textbook is used but other materials are used, please state that information in the “Other” area.

17. COURSE CODES

- a. These appear on the first item on the Course Checklist (Course Proposal) at the bottom of the page.
- b. You will have some “yes” and “no” answers to select from.
- c. For the question asking if the course is a basic course, if you select “yes” a dropdown list will appear and you will need to select the level of transfer.
- d. Funding category – click on the dropdown list and select the items that apply to the course.

18. SPELL CHECK YOUR WORK

If you look at the question marks beside any of the items that you will be filling in for your course, this will give you directions on how to proceed and in some cases give you samples. Please use these when possible. Also do spell checks where possible. Beside some of the textboxes there is an “S” for doing a spell check.

PRE-LAUNCHING AND FINAL LAUNCH

1. Be sure to Save and Finish each screen and when all the boxes are checked on the Course Checklist, you should receive a red Pre-Launch button in the left side of the screen under your name.
2. **There are 4 “clicks” to completely pre-launch a course. If a course or program is not fully pre-launched then the approval process will never start.**
3. It is your responsibility to keep an eye on the status of your courses. You will receive and email from Governet to launch the course and you will have **7 business days** to do that. **If you do not complete the final launch the course will go back to the start and require signatures again.**

Please take a look at your curriculum that you have launched into the approval queue to see if you have followed the processes above and you have used the correct format that the committee requires. Thank you.