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Gavilan CurricUNET User Manual

Building the Worldwide Curriculum Network

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Log In

Website: gavilan.curricunet.com

Email: yourname@gavilan.edu

Password: your password (will be ChangeMe44 until you change it)

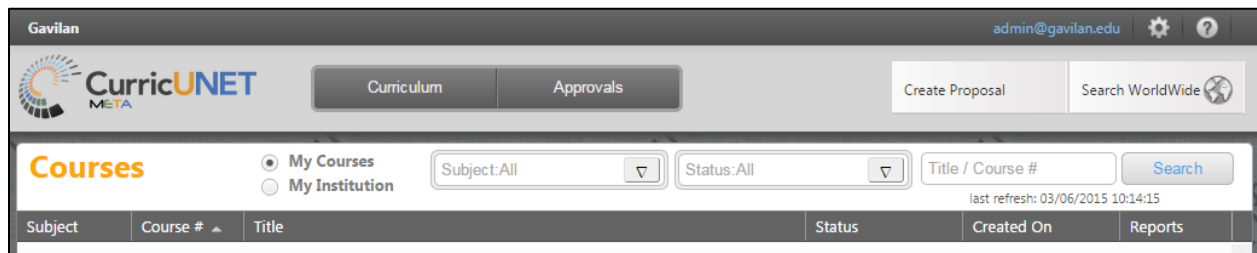
Enter your email and password credentials as shown below, and then click the green “Login” button.

The image shows a login interface 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 and text are two input fields. The first is labeled 'Email' and contains the text 'admin@gavilan.edu'. The second is labeled 'Password' and contains four dots. Below the password field is a link that says 'Forgot your password?'. At the bottom left is a checkbox labeled 'Remember me?'. To the right of the checkbox is a green button with the word 'Login' in white. Below the 'Login' button is a link that says 'SSO'.

Viewing Courses & Programs

Courses

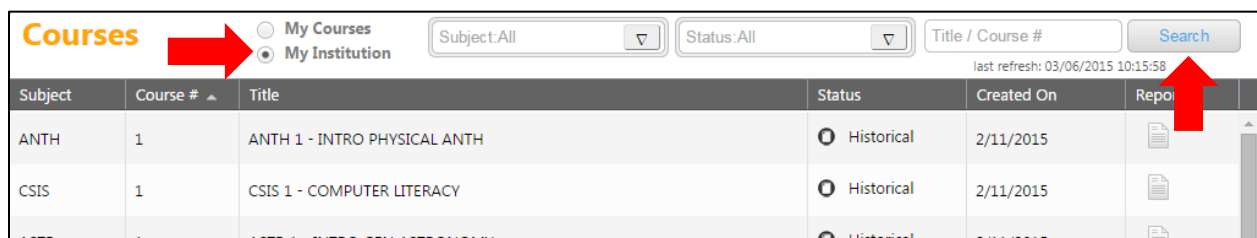
After logging in, you will arrive at the “Courses” page. The default is “My Courses”, courses you have ownership over.



Gavilan CurricUNET interface showing the "Courses" page. The "My Courses" radio button is selected. The "Subject" dropdown is set to "All" and the "Status" dropdown is set to "All". A search bar is visible with the text "Title / Course #" and a "Search" button. The table below shows columns for Subject, Course #, Title, Status, Created On, and Reports.

Subject	Course #	Title	Status	Created On	Reports
ANTH	1	ANTH 1 - INTRO PHYSICAL ANTH	Historical	2/11/2015	
CSIS	1	CSIS 1 - COMPUTER LITERACY	Historical	2/11/2015	
ASTR	1	ASTR 1 - INTRO GEN ASTRONOMY	Historical	2/11/2015	

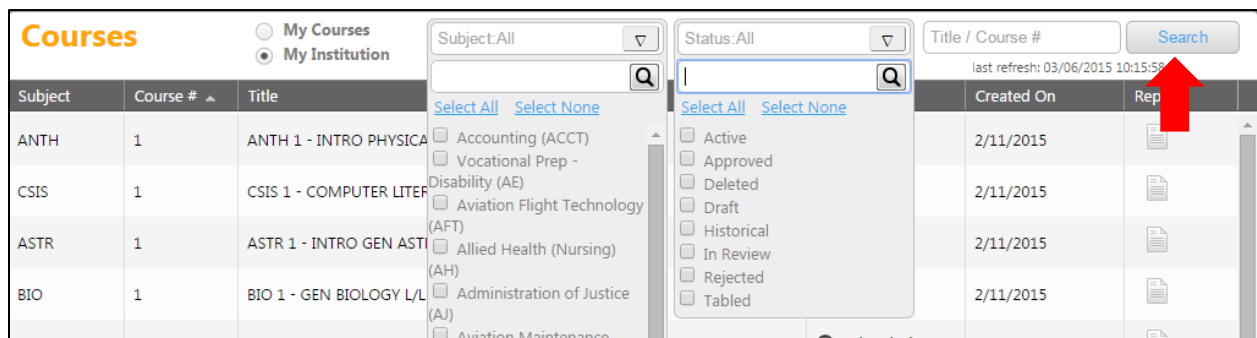
To view all courses at Gavilan, select “My Institution” and “Search”.



Gavilan CurricUNET interface showing the "Courses" page. The "My Institution" radio button is selected. The "Subject" dropdown is set to "All" and the "Status" dropdown is set to "All". A search bar is visible with the text "Title / Course #" and a "Search" button. The table below shows columns for Subject, Course #, Title, Status, Created On, and Reports. A red arrow points to the "Search" button.

Subject	Course #	Title	Status	Created On	Reports
ANTH	1	ANTH 1 - INTRO PHYSICAL ANTH	Historical	2/11/2015	
CSIS	1	CSIS 1 - COMPUTER LITERACY	Historical	2/11/2015	
ASTR	1	ASTR 1 - INTRO GEN ASTRONOMY	Historical	2/11/2015	

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.



Gavilan CurricUNET interface showing the "Courses" page. The "My Institution" radio button is selected. The "Subject" dropdown is open, showing a list of subjects including Accounting (ACCT), Vocational Prep - Disability (AE), Aviation Flight Technology (AFT), Allied Health (Nursing) (AH), Administration of Justice (AJ), and Aviation Maintenance. The "Status" dropdown is also open, showing a list of statuses including Active, Approved, Deleted, Draft, Historical, In Review, Rejected, and Tabled. A search bar is visible with the text "Title / Course #" and a "Search" button. The table below shows columns for Subject, Course #, Title, Status, Created On, and Reports. A red arrow points to the "Search" button.

Subject	Course #	Title	Status	Created On	Reports
ANTH	1	ANTH 1 - INTRO PHYSICA	Historical	2/11/2015	
CSIS	1	CSIS 1 - COMPUTER LITER	Historical	2/11/2015	
ASTR	1	ASTR 1 - INTRO GEN ASTI	Historical	2/11/2015	
BIO	1	BIO 1 - GEN BIOLOGY L/L	Historical	2/11/2015	

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 <input type="text" value="ACCT"/> <input type="text" value="Active"/> <input type="text" value="Title / Course #"/> <input type="button" value="Search"/>					
last refresh: 03/06/2015 10:19:19					
Subject	Course # ▲	Title	Status	Created On	Reports
ACCT	103	ACCT 103 - GENERAL OFFICE ACCOUNTING	☑ Active	2/11/2015	
ACCT	105	ACCT 105 - PAYROLL ACCOUNTING	☑ Active	2/11/2015	
ACCT	111	ACCT 111 - INTRO INCOME TAX	☑ Active	2/11/2015	

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 <input type="text" value="ACCT"/> <input type="text" value="Active"/> <input type="text" value="Title / Course #"/> <input type="button" value="Search"/>					
last refresh: 03/06/2015 10:19:19					
Subject	Course # ▲	Title	Status	Created On	Reports
ACCT	103	ACCT 103 - GENERAL OFFICE ACCOUNTING	☑ Active	2/11/2015	<div> Course Outline Impact All Fields </div>
ACCT	105	ACCT 105 - PAYROLL ACCOUNTING	☑ Active	2/11/2015	
ACCT	111	ACCT 111 - INTRO INCOME TAX	☑ Active	2/11/2015	

The “Course Outline” report produces a course outline.

Course Outline Gavilan	
Course Title: GENERAL OFFICE ACCOUNTING Course Number: ACCT 103 Credit Hours: 3.00 Lecture: 3.00 hours Pre-requisite: None Corequisite: None Advisory: None	
This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.	
Student Learning Outcomes: By the end of this course, a student should: <ol style="list-style-type: none"> 1. Explain the importance of accounting information. 2. Describe the various career opportunities in accounting. 	

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

<h2 style="margin: 0;"><i>Proposal Impact Report</i></h2>
ACCT 103 - GENERAL OFFICE ACCOUNTING **New Credit Course** Gavilan
<h3 style="margin: 0;">Course Requisites</h3> <p><i>This course is a requisite for the following course(s):</i></p> <ol style="list-style-type: none"> 1. Pre-requisite: ACCT 111 - INTRO INCOME TAX *Active* 2. Advisory: ACCT 120 - COMPUTERIZED ACCTNG *Active*
<h3 style="margin: 0;">Programs</h3> <p><i>This course is incorporated into the following program(s):</i></p> <ol style="list-style-type: none"> 1. New Program-A.A. Degree *Active* Accounting Option 2. New Program-A.A. Degree *Active* General Office Skills Option 3. New Program-A.A. Degree *Active* Medical Office Option

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

<h2 style="margin: 0;">Gavilan - All Fields Course Report</h2>														
<h3 style="margin: 0;">Cover</h3>														
Main														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Course Discipline</td> <td style="padding: 5px;">ACCT</td> </tr> <tr> <td style="padding: 5px;">Course Number</td> <td style="padding: 5px;">103</td> </tr> <tr> <td style="padding: 5px;">Course Title</td> <td style="padding: 5px;">GENERAL OFFICE ACCOUNTING</td> </tr> <tr> <td style="padding: 5px;">Short Title</td> <td style="padding: 5px;">GENERAL OFFICE ACCOUNTING</td> </tr> <tr> <td style="padding: 5px;">Anticipated First Term of Offering</td> <td style="padding: 5px;">Spring</td> </tr> <tr> <td style="padding: 5px;">Start Year</td> <td style="padding: 5px;">2012</td> </tr> <tr> <td style="padding: 5px;">Course Description</td> <td style="padding: 5px;"> <p>This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.</p> </td> </tr> </table>	Course Discipline	ACCT	Course Number	103	Course Title	GENERAL OFFICE ACCOUNTING	Short Title	GENERAL OFFICE ACCOUNTING	Anticipated First Term of Offering	Spring	Start Year	2012	Course Description	<p>This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.</p>
Course Discipline	ACCT													
Course Number	103													
Course Title	GENERAL OFFICE ACCOUNTING													
Short Title	GENERAL OFFICE ACCOUNTING													
Anticipated First Term of Offering	Spring													
Start Year	2012													
Course Description	<p>This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.</p>													

To view the course's details, click on the course name.

Courses					
<input type="radio"/> My Courses		ACCT	Active	Title / Course #	Search
<input checked="" type="radio"/> My Institution					
last refresh: 03/06/2015 10:19:19					
Subject	Course #	Title	Status	Created On	Reports
ACCT	103	ACCT 103 - GENERAL OFFICE ACCOUNTING	Active	2/11/2015	
ACCT	105	ACCT 105 - PAYROLL ACCOUNTING	Active	2/11/2015	

You may choose to View Course Proposal or the various reports.

New Credit Course: ACCT 103 - GENERAL OFFICE ACCOUNTING

[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 the 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: ACCT 103 - GENERAL OFFICE ACCOUNTING

Status: Active [View Proposal History](#)

Cover

7/8

Cover

Units/Hours /Status

Main

Course Codes

Course Discipline *

Student Learning Outcomes

Course Number *

Methods of Instruction

Course Title *

Methods of Evaluation

Short Title *

Course Content

Anticipated First Term of Offering *

Out of Class Assignments

Start Year *

Textbooks

Course Description *

Resources

Justification *

Requisites

Crosslisted Course

Distance Education

Cultural Diversity

Attached Files

Codes/Dates

General Education

ACCT 103 - GENERAL OFFICE ACCOUNTING

ACCT 105 - PAYROLL ACCOUNTING

ACCT 111 - INTRO INCOME TAX

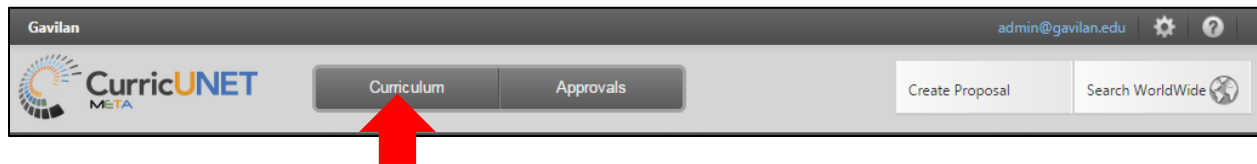
ACCT 120 - COMPUTERIZED ACCTNG

ACCT 121 - SPREADSHEET-MS EXCL

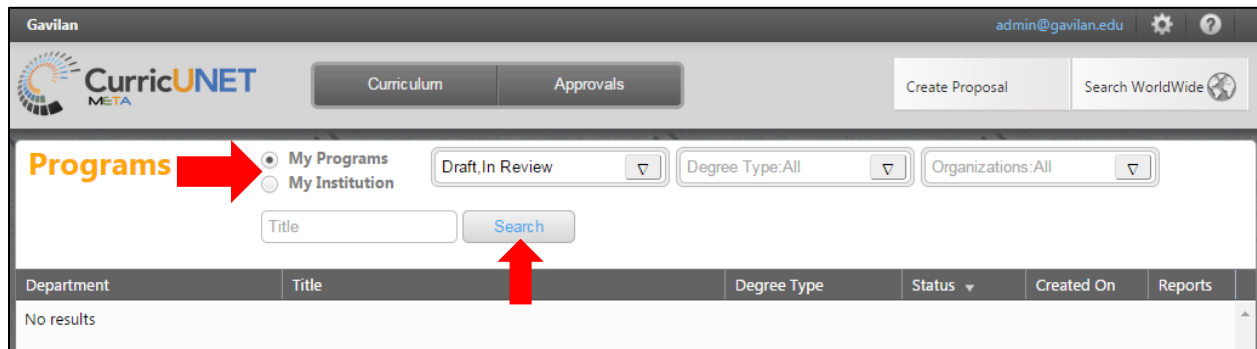
ACCT 190 - OCC WK EX-ACCT

Programs

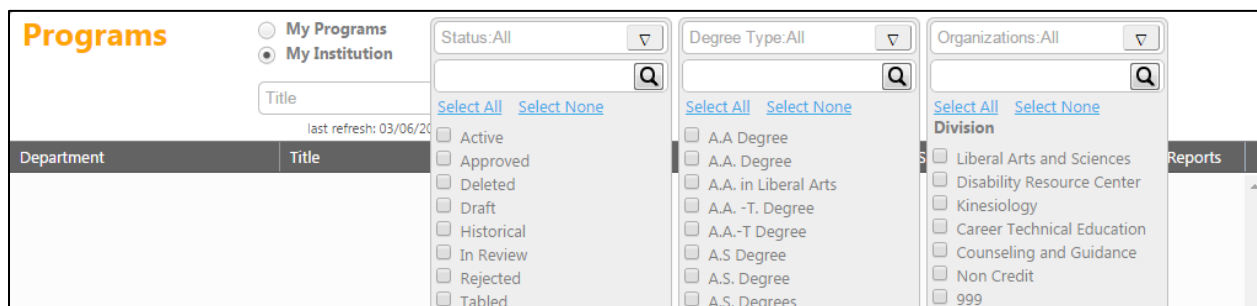
To view programs, select the “Curriculum” button at the top of the page, then select “Program” from the dropdown menu.



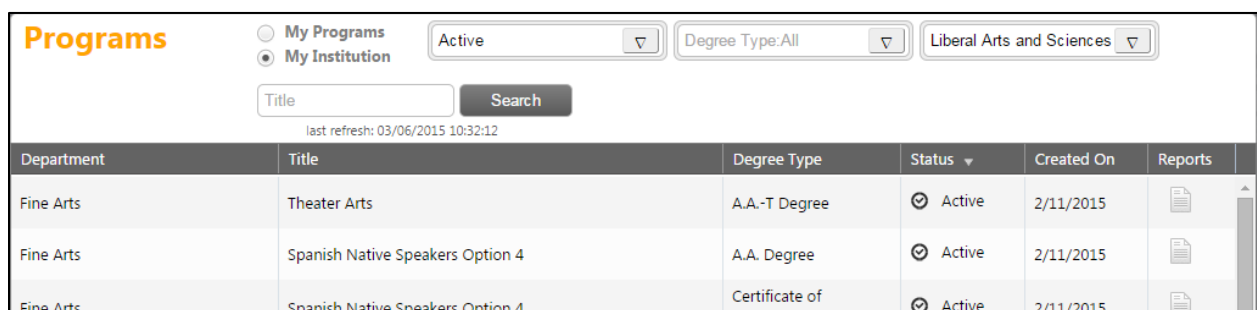
You will arrive at the “My Programs” page, where you can view any programs you have ownership of. To view all programs, select “My Institution” and “Search”.



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 organizations.



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 the reports “Program Summary” or “All Fields”. (You can also view these reports by clicking the page icon in the reports column of the previous page.)

New Program: Theater Arts

[View Program Proposal](#)
[Program Summary](#)
[All Fields](#)

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

The Program Summary report summarizes the description and requirements of the program.

<i>Theater Arts A.A.-T Degree</i>				
Description				
<p>Theatre and acting students gain self-confidence, teamwork and creativity skills through class projects and performances. Theatre encourages students to take risks, to focus and concentrate, and the tremendous power of personal commitment to a project or play. Open communication, flexible thinking and personal integrity are core values of our Theatre Arts program. Performance gives us greater insight to ourselves and the lives of others. Studying Theatre and performance helps us find our inner identity, and allow us to change ourselves, using our own personal experiences to create new characters and existences. Theatre in the college environment allows us to create and learn through a shared artistic experience. The creation of Theatre, Performance and Television is an important cultural and social link between the Gavilan Campus and the South Valley Communities. The Theatre Program offers three different Associate in Arts degrees: Acting, Technical Production and Television, and an Associate in Arts in Theatre Arts for Transfer (AA-T) degree.</p>				
Degree Requirements:				
Requirements				Course Credits
THEA	1	THEATRE HISTORY		3

The All Fields report summarizes all fields and information in the proposal.

Gavilan - All Fields Program Report	
Cover	
Cover	
Division/School	Liberal Arts and Sciences
Department	Fine Arts
Subject	THEA
Award Type	
Title	Theater Arts
Description	
<p>Theatre and acting students gain self-confidence, teamwork and creativity skills through class projects and performances. Theatre encourages students to take risks, to focus and concentrate, and the tremendous power of personal commitment to a project or play. Open communication, flexible thinking and personal</p>	

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: Theater Arts

Status: Active View Proposal History

Cover	Cover Last updated by Gavilan Admin on 2/11/2015 at 8:42 AM
Program Learning Outcomes	Cover Division/School <input type="text" value="Liberal Arts and Sciences"/>
Block Definitions	Department <input type="text" value="Fine Arts"/>
Planning	Subject <input type="text" value="THEA - Theatre Arts"/> Award Type <input type="text"/>
Codes/Dates	Title <input type="text" value="Theater Arts"/> Description Theatre and acting students gain self-confidence, teamwork and creativity skills through class projects and performances. Theatre encourages students to take risks, to focus and concentrate, and the tremendous power of personal commitment to a project or play. Open communication, flexible thinking and personal integrity are core values of our Theatre Arts program. Performance gives us greater insight to ourselves and the lives of others. Studying Theatre and performance helps us find our inner identity, and allow us to change ourselves, using our own personal experiences to create new characters and existences. Theatre in the college environment allows us to create and learn through a shared artistic experience. The creation of Theatre, Performance and Television is an important cultural and social link between the Gavilan Campus and the South Valley Communities. The Theatre Program offers three different Associate in Arts degrees: Acting, Technical Production and Television, and an Associate in Arts in Theatre Arts for Transfer (AA-T) degree.
Attached Files	

Justification

B I U abe (inherited font) (inherited size) A [color picker] [background color picker] [bulleted list] [numbered list] [checkbox list] [link] [unlink] [undo] [redo]

Select block type [dropdown]

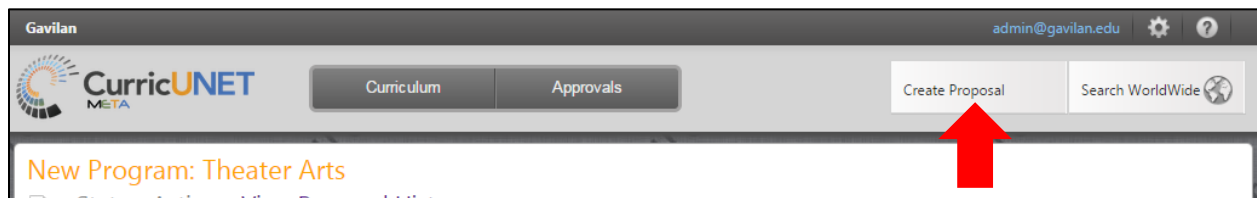
[editor area]

Transfer/CTE [dropdown]

Career Opportunities

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.

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*

Deactivate Course
Deactivate CTE Program
Deactivate DE Course
Deactivate Program
Modify Course
Modify CTE Program
Modify DE Course
Modify Program
New Course
New CTE Program

it, then use the arrow keys or mouse to pick an item.

Next Step

New Course Proposal

Select “New Course” from the Proposal Type dropdown menu in Step 1, then click on “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 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 *.

Step 1: Select Proposal Type -- (New 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 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: **(ASTR) Astronomy**
Course Number: **1234**
Course Title: **Training Program**
Course Description: **Description**

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

Create Proposal

Cover

The Course Proposal opens to the “Cover” section. 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. After completing all fields in the “Main” section, save any changes, and click the “Units/Hours” tab. Throughout the proposal you will only be prompted to save if changes are made.

Some fields in the Cover section will auto-populate from the information you provided in the Create Proposal process. Enter the Short Title for the course, and then use the dropdown menu to select the Anticipate First Term of Offering and enter the Start Year. Make any needed changes to the Course Description, and justify the need for this course in the Justification textbox.

New Course: Training Program

Status: Draft

Remaining Launch Requirements: 4

Launch

Delete Draft

Cover

4/8

Cover

Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM

Main

Course Discipline *

ASTR - Astronomy

Course Number *

1234

Course Title *

Training Program

Short Title *

Anticipated First Term of Offering *

Start Year *

Course Description *

Description

Justification *

Crosslisted Course

Show selected

Clear All

☐ ACCT 103 - GENERAL OFFICE ACCOUNTING

☐ ACCT 105 - PAYROLL ACCOUNTING

☐ ACCT 111 - INTRO INCOME TAX

☐ ACCT 120 - COMPUTERIZED ACCTNG

☐ ACCT 121 - SPREADSHEET-MS EXCL

☐ ACCT 190 - OCC WK EX-ACCT

Fields marked with * are required

Select any Crosslisted Courses. To search for a course, type the course name or number in the search box. Click the checkboxes to the left of the crosslisted courses. You may view only selected courses by clicking “Show selected”.

When the Cover page is completed, save the information, and click on the “Units/Hours/Status” tab.

Crosslisted Course

☐ Show selected

☐ ACCT 103 - GENERAL OFFICE ACCOUNTING

☐ ACCT 105 - PAYROLL ACCOUNTING

☐ ACCT 111 - INTRO INCOME TAX

☐ ACCT 120 - COMPUTERIZED ACCTNG

☐ ACCT 121 - SPREADSHEET-MS EXCL

☐ ACCT 190 - OCC WK EX-ACCT

☐ ACCT 190A - OCC WORK EXP A - ACCT

☐ ACCT 190B - OCC WORK EXP B - ACCT

0 of 1302 items are selected

Units/Hours/Status

In the Units/Hours/Status section, provide information on the credit status of the course. Enter the Minimum and Maximum Units. Enter the number of weekly contact hours in the Minimum and Max Lecture Hour and Minimum Lab and Max Lab Hour fields. Enter the Number Weeks and LEH Factor for the course.

Use the dropdown menus to select the Course Credit Status, Top Code, Classification, Non Credit Category, SAM Code, and Grade Option for the course.

If the course is repeatable, click the “Is Repeatable” checkbox, then use the dropdown menus to select how many times the student may repeat the course, the Reason for Repeating, and enter the Maximum Credits allowed from Repeating.

When this section is complete, save this information, and continue to the “Course Codes” tab.

New Course: Training Program

Status: Draft

LaunchDelete Draft

Cover	8/8	<h2>Units/Hours /Status</h2> <div>Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM</div>
Units/Hours /Status		<div><div><div>Units/Hours</div><div>Minimum Units<input type="text"/></div><div>Maximum Units<input type="text"/></div><div>Minimum Lecture<input type="text"/></div><div>Max Lecture Hour<input type="text"/></div><div>Minimum Lab<input type="text"/></div><div>Max Lab Hour<input type="text"/></div><div>Number Weeks<input type="text"/></div><div>LEH Factor<input type="text"/></div></div><div><div>Status</div><div>Course Credit Status<input type="text"/></div><div>Top Code<input type="text"/></div><div>Classification<input type="text"/></div><div>Non Credit Category<input type="text"/></div><div>SAM Code<input type="text"/></div></div><div><div>Grading</div><div>Grade Option<input type="text"/></div></div><div><div>Repeatable</div><div><input type="checkbox"/> Is Repeatable</div><div>How many times?<input type="text"/></div><div>Reason for Repeating:<input type="text"/></div><div>Maximum Credits From Repeating<input type="text"/></div></div></div>
Course Codes		
Student Learning Outcomes		
Methods of Instruction		
Methods of Evaluation		
Course Content		
Out of Class Assignments		
Textbooks		
Resources		
Requisites		
Distance Education		
Cultural Diversity		

Course Codes

On the Course Codes page, indicate by clicking the checkbox if This Course is based on a C-ID descriptor and enter the appropriate C-ID Code.

Indicate if this course focuses on basic skills in English, ESL or Math, then use the dropdown menu to select the Levels below transfer.

Indicate if this course will be cross-listed. If so, use the textboxes to describe which department is responsible for scheduling, updating, and assessing the course and the Reason for cross-listing.

Save this information and continue to the Student Learning Outcomes tab.

New Course: Training Program

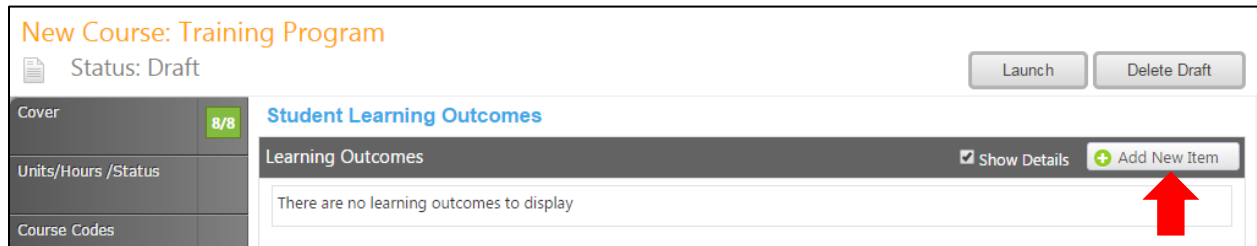
Status: Draft

LaunchDelete Draft

Cover	8/8	<h4>Course Codes</h4> <p>Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM</p>
Units/Hours /Status		C-ID <input type="checkbox"/> This course is based on a C-ID descriptor C- ID Code <input type="text"/> See the Articulation Officer for assistance with C-ID descriptors
Course Codes		
Student Learning Outcomes		Basic Skills <input type="checkbox"/> This course focuses on basic skills in English, ESL, or Math. Levels below transfer <input type="text"/>
Methods of Instruction		
Methods of Evaluation		Cross-listed <input type="checkbox"/> This course will be cross-listed
Course Content		Which department is responsible for scheduling, updating, and assessing the course? <div></div>
Out of Class Assignments		
Textbooks		
Resources		
Requisites		
Distance Education		Reason for cross-listing <div></div>
Cultural Diversity		

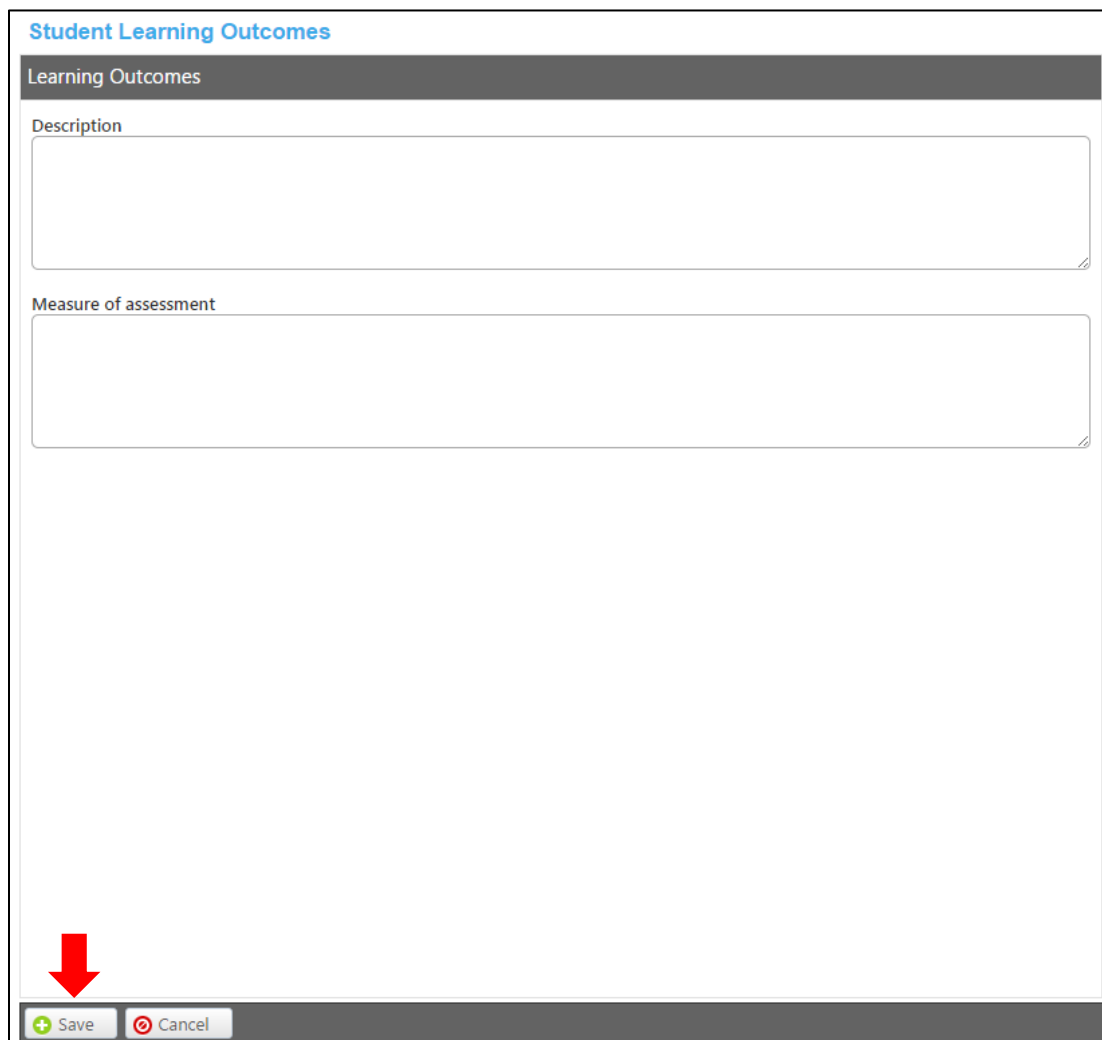
Student Learning Outcomes

To add Student Learning Outcomes to the proposal, click “Add New Item”. Enter each outcome individually.



The screenshot shows the 'New Course: Training Program' interface. At the top, there's a header with 'Status: Draft' and buttons for 'Launch' and 'Delete Draft'. Below this is a sidebar with 'Cover', 'Units/Hours /Status', and 'Course Codes'. The main area is titled 'Student Learning Outcomes' and contains a 'Learning Outcomes' section with a 'Show Details' checkbox and an 'Add New Item' button. A red arrow points to the 'Add New Item' button. Below the button, it says 'There are no learning outcomes to display'.

Enter the Description and Measure of assessment for the outcome, and click “Save”.



The screenshot shows the 'Student Learning Outcomes' form. It has a 'Learning Outcomes' header. Below it are two text input fields: 'Description' and 'Measure of assessment'. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

To edit a Student Learning Outcome, click the blue bar containing the outcome. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”. When all outcomes are in the correct order, continue to the “Methods of Instruction” tab.

New Course: Training Program

Status: Draft

Launch

Delete Draft

Cover

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

8/8

Student Learning Outcomes

Learning Outcomes

Show Details

Add New Item

Students will be able to assess star patterns.

Measure of assessment: Exams

Students will be able to be a productive member of society.

Measure of assessment: Field work

Methods of Instruction

On the Methods of Instruction page, enter the Instruction text describing how the course will be taught. Save this information and continue to the “Methods of Evaluation” section.

New Course: Training Program

Status: Draft

Launch

Delete Draft

Cover	8/8	Methods of Instruction	Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM
Units/Hours /Status		Methods Of Instruction	
Course Codes		Instruction Text	
Student Learning Outcomes			
Methods of Instruction			
Methods of Evaluation			

Methods of Evaluation

To add an Evaluation Method, click “Add New Item”.

The screenshot shows the 'New Course: Training Program' interface. At the top, there's a header with 'Status: Draft' and buttons for 'Launch' and 'Delete Draft'. Below this is a sidebar with 'Cover' (8/8), 'Units/Hours /Status', and 'Course Codes'. The main area is titled 'Methods of Evaluation' and contains a table with the header 'Evaluation Method'. To the right of the table are buttons for 'Show Details' and 'Add New Item'. A red arrow points to the 'Add New Item' button. Below the table header, it says 'There are no evaluation method to display'.

Use the dropdown menu to select the Evaluation Method.

The screenshot shows the 'Methods of Evaluation' form. The 'Evaluation Method' dropdown menu is open, displaying five categories: 'Category 1 - The Types of writing Assignments', 'Category 2 - the problem-solving assignments', 'Category 3 - The types of skill demonstrations required', 'Category 4 - The types of objective examinations used in the course', and 'Category 5 - Any other methods of evaluation'. The 'Evaluation Percent' and 'Evaluation Comment' fields are also visible.


Enter the Evaluation Percent (the percent of the students grade that will come from this method), then enter the Evaluation Comment, including the types of assignments to be completed, and then click “Save”.

Methods of Evaluation

Evaluation Method

Evaluation Percent

Evaluation Comment











To edit an Evaluation Method, click the blue bar containing the method. To reorder methods, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”. When all evaluation methods are in the correct order, continue to the “Course Content” tab.

New Course: Training Program

Status: Draft

Methods of Evaluation Last updated by Gavilan Admin on 3/6/2015 at 11:37 AM

☒ Show Details

 Category 1 - The Types of writing Assignments	  
Evaluation Percent: 25 Evaluation Comment: Research Paper	
 Category 2 - the problem-solving assignments	  
Evaluation Percent: 25 Evaluation Comment: Homework	

Course Content

Enter the Course and Lab Content details into the text boxes. The text boxes contain formatting tools, allowing you to, among other things, italicize text or format information into an outline. If you are making lists it is important to use the outline tools in order for the lists to appear correctly on reports. Save this information and continue to the Out of Class Assignments tab.

The screenshot displays the 'New Course: Training Program' interface. On the left is a sidebar with a table of course management options:

Cover	8/8
Units/Hours /Status	
Course Codes	
Student Learning Outcomes	
Methods of Instruction	
Methods of Evaluation	
Course Content	
Out of Class Assignments	
Textbooks	
Resources	
Requisites	
Distance Education	
Cultural Diversity	
Attached Files	
Codes/Dates	
General Education	

The main content area is titled 'Course Content' and shows 'Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM'. It contains two text editors: 'Lecture Content' and 'Lab Content'. Each editor has a toolbar with the following tools:

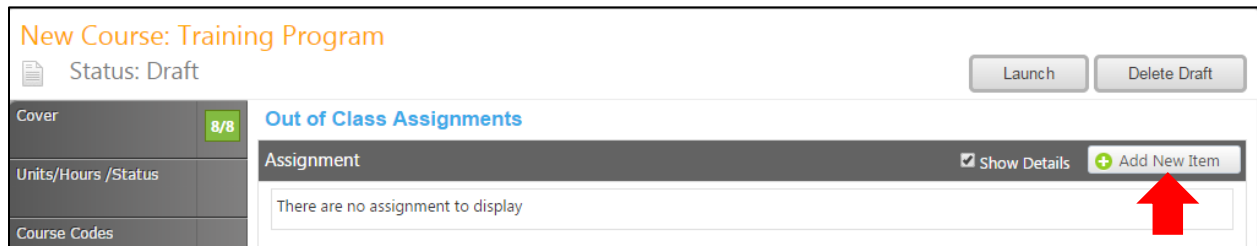
- Text Appearance Tools:** Bold (B), Italic (I), Underline (U), text color (abc), font face (inherited font), font size (inherited size), background color, and text background color.
- Text Alignment Tools, including outline tools:** Left align, center align, right align, justified, bulleted list, numbered list, and link/unlink.
- Special Editing Tools:** Undo, redo, and a 'Select block type' dropdown.

Red callouts in the 'Lecture Content' editor point to these tool groups:

- 'Text Appearance Tools' points to the font and color options.
- 'Special Editing Tools' points to the undo, redo, and block type options.
- 'Text Alignment Tools, including outline tools' points to the alignment and list options.

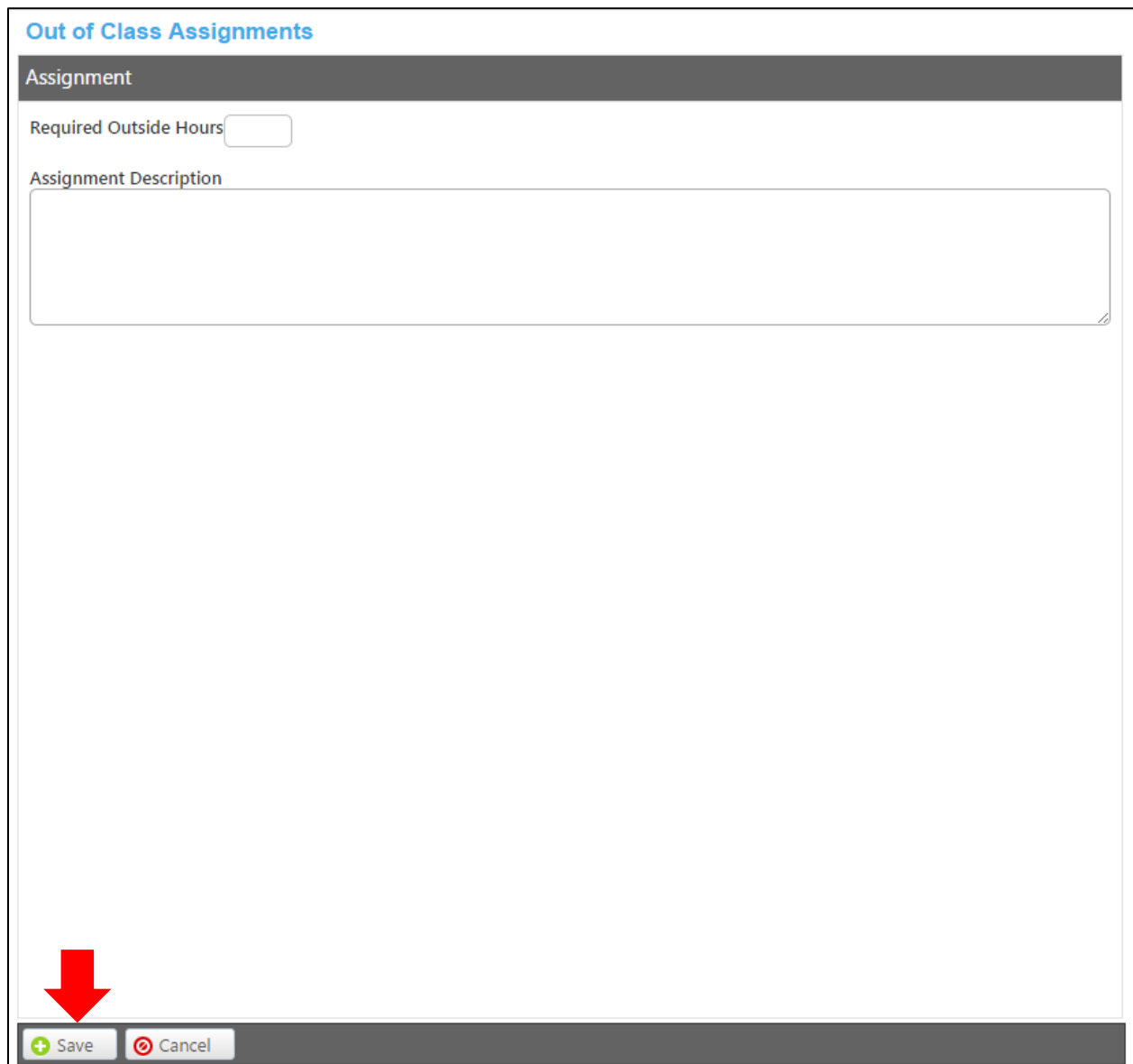
Out of Class Assignments

To add assignments to the course, click “Add New Item”.



The screenshot shows the 'New Course: Training Program' interface. At the top, it says 'Status: Draft' and has 'Launch' and 'Delete Draft' buttons. Below this is a table with columns 'Cover', 'Units/Hours /Status', and 'Course Codes'. The 'Cover' column has a green '8/8' button. To the right of the table is the 'Out of Class Assignments' section. It has a header 'Assignment' and a 'Show Details' checkbox. Below the header is a message 'There are no assignment to display'. To the right of this message is a green '+ Add New Item' button, which is highlighted by a red arrow.

Enter the Required Outside Hours and the Assignment Description, then click “Save”.



The screenshot shows the 'Out of Class Assignments' form. It has a header 'Assignment'. Below the header is a 'Required Outside Hours' input field. Below that is an 'Assignment Description' input field. At the bottom of the form is a dark grey bar with two buttons: a green '+ Save' button and a red 'Cancel' button. A red arrow points to the 'Save' button.

To edit an assignment, click the blue bar containing the assignment. To reorder assignments, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”. When all assignments are in the correct order, continue to the “Textbooks” tab.

New Course: Training Program

Status: Draft

Launch

Delete Draft

Cover

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

8/8

Out of Class Assignments

Assignment

Show Details

Add New Item

Click on this item to modify its details.

Required Outside Hours: 20

Assignment Description: Research Project

Click on this item to modify its details.

Required Outside Hours: 20

Assignment Description: Weekly reading assignments

Textbooks

To add a textbook or other required material, click “Add new record” under the appropriate category.

New Course: Training Program
Status: Draft Launch Delete Draft

Cover 8/8

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

Course Content

Out of Class Assignments

Textbooks Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM

Textbook

Required	Title	Publisher	Place of Publication	Author	ISBN	Year	Reading Grade
No records to display.							
+ Add new record							
Displaying items 0 - 0 of 0							

Text Other

Required	Other
No records to display.	
+ Add new record	
Displaying items 0 - 0 of 0	

Indicate if the textbook is required, then provide as much information as possible and click “Insert”.

Textbook

Required	Title	Publisher	Place of Publication	Author	ISBN	Year	Reading Grade
<input type="checkbox"/> Required							
Title	<input type="text"/>						
Publisher	<input type="text"/>						
Place of Publication	<input type="text"/>						
Author	<input type="text"/>						
ISBN	<input type="text"/>						
Year	<input type="text"/>						
Reading Grade	<input type="text"/>						
Grade Verified By:	<input type="text"/>						
Rationale	<input type="text"/>						
✓ Insert ✗ Cancel							

If there is another material required for this course, enter each item individually in the Text Other category, and click “Insert”.

Text Other

Required	Other
<input type="checkbox"/> Required	
Other <div></div>	
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

If you need to make changes to a text, click “Edit”. When all texts have been added, continue to the “Resources” tab.

New Course: Training Program

Status: Draft

Cover

8/8

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

Course Content

Out of Class Assignments

Textbooks

Textbooks
Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM

Edit

Required

Title

Publisher

Place of Publication

Author

ISBN

Year

Reading

true

Scholarly Books

Prestigious Publisher

New York

Very Important Person

1234567891

2015

13

+ Add new record

1

1

Displaying items 1 - 1 of 1

Text Other

Required	Other
No records to display.	
<div>+ Add new record</div>	
<div> <div></div> <div>0</div> <div>0</div> </div>	

Displaying items 0 - 0 of 0

Resources

In the Resources section, discuss the impact and budget needs of this course on the college. Save this information and continue to the “Requisites” tab.

New Course: Training Program

Status: Draft

LaunchDelete Draft

Cover	8/8	Resources <div>Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM</div>
Units/Hours /Status		Resources
Course Codes		Staffing
Student Learning Outcomes		
Methods of Instruction		Staffing Costs: \$
Methods of Evaluation		
Course Content		Facility Usage
Out of Class Assignments		
Textbooks		Facility Usage Costs: \$
Resources		
Requisites		Supplies and equipment (include cost estimates)
Distance Education		
Cultural Diversity		Supplies/Equipment Costs: \$
Attached Files		Tutoring Center resources, if applicable
Codes/Dates		
General Education		Tutoring Center Costs: \$

Cultural Diversity		Tutoring Center Costs: \$
Attached Files		Library
Codes/Dates		
General Education		Library Costs: \$

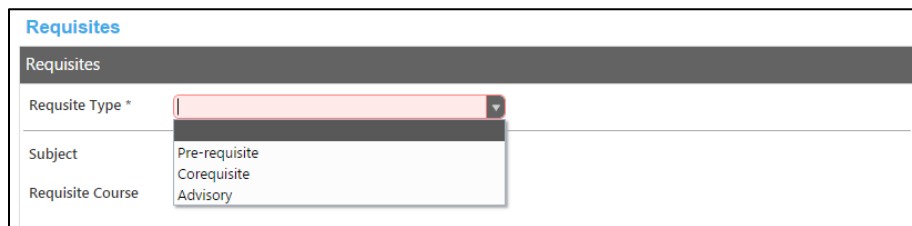
Requisites

To add a requisite to the course, click “Add New Item”.



The screenshot shows the 'New Course: Training Program' interface. At the top, it says 'Status: Draft' and has 'Launch' and 'Delete Draft' buttons. Below this is a sidebar with 'Cover' (8/8), 'Units/Hours /Status', and 'Course Codes'. The main area is titled 'Requisites' and has a 'Show Details' checkbox and an 'Add New Item' button. A red arrow points to the 'Add New Item' button. Below the button, it says 'There are no requisites to display'.

Use the dropdown menu to select the Requisite Type.



The screenshot shows the 'Requisites' dropdown menu. The 'Requisite Type *' dropdown is open, showing three options: 'Pre-requisite', 'Corequisite', and 'Advisory'. The 'Subject' and 'Requisite Course' fields are also visible.

If the requisite is a course, select the Subject and Requisite Course and any comment in the Requisite Comment textbox. If the requisite is not a course, enter this information in the Requisite Comment field. Use the Condition menu to indicate this requisite’s relationship to the next. Regularly listed items already implies the “and” requirement. If you select “or” you are saying that a student may use this course *or* the next course to qualify for the course. Following this “or” selection with an “and” is only used when nesting needs to be present. For example; ART 101 or ART 102 and 101A. Click “Save” to add the requisite.

Requisites

Requisites

Requisite Type *
Subject
Requisite Course
Requisite Comment
Condition

Save

Cancel

To edit a requisite, click the blue bar containing the requisite. To reorder requisites, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”. When all requisites are in the correct order, continue to the “Distance Education” tab.

New Course: Training Program

Status: Draft

Launch

Delete Draft

Cover

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

Course Content

8/8

Requisites

Show Details

Add New Item

Pre-requisite

Subject: ART - Art
Requisite Course: ART 107 - DM DESIGN (Active)
Condition: or

Corequisite

Subject: ART - Art
Requisite Course: ART 114 - DIGITAL MEDIA PROD (Active)

Page 30

Distance Education

The Distance Education section is only to be completed if the course is a distance education course. Complete the textboxes as instructed. You will need to scroll down to complete all fields.

New Course: Training Program

Status: Draft

Launch

Delete Draft

Cover	8/8	Distance Education	Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM
Units/Hours /Status		Distance Education	
Course Codes		Need/Justification	
Student Learning Outcomes			
Methods of Instruction			
Methods of Evaluation			
Course Content		Delivery Method	
Out of Class Assignments		Assessment	
Textbooks			
Resources			
Requisites			
Distance Education		Methods of Instruction	
Cultural Diversity			

New Course: Training Program

Status: Draft

Launch

Delete Draft

Cover	8/8		
Units/Hours /Status		Instructional Materials and Resources	
Course Codes		Library and Other Learning Resources	
Student Learning Outcomes			
Methods of Instruction			
Methods of Evaluation			
Course Content		Accommodations for Students with Disabilities	
Out of Class Assignments			
Textbooks			
Resources			
Requisites			
Distance Education		Additional Resources	
Cultural Diversity			

Describe the Distance Education Contact by clicking “Add new record”.

The screenshot shows a software interface with a sidebar on the left containing tabs: 'Cultural Diversity', 'Attached Files', 'Codes/Dates', and 'General Education'. The main area displays a table titled 'Distance Education Contact'. Above the table is a text input field labeled 'DE Additional Resources Costs:\$'. The table has three columns: 'Contact Type', 'Contact Types Percent', and 'Description'. Below the table, it says 'No records to display.' and there is a button labeled '+ Add new record' with a red arrow pointing to it. At the bottom right, it says 'Displaying items 0 - 0 of 0'.

Select the Contact Type from the dropdown menu, then enter the Contact Types Percent and Description, and click “Insert”.

Save the information on this page, and continue to the “Cultural Diversity” tab.

The screenshot shows a form titled 'Distance Education Contact'. It has three input fields: 'Contact Type' (a dropdown menu), 'Contact Types Percent' (a text input field), and 'Description' (a text input field). Below the input fields are two buttons: 'Insert' (with a green checkmark) and 'Cancel' (with an orange X). At the bottom, there is a button labeled '+ Add new record'.

Cultural Diversity

On the Cultural Diversity page, use the checkboxes to indicate if this course meets the cultural diversity requirement, and which criteria this course meets. List the Student Learning Outcome(s) which apply to Cultural Diversity in the textbox. Save this information, and continue to the “Attached Files” page.

New Course: Training Program

Status: Draft

Launch

Delete Draft

Cover

8/8

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

Course Content

Out of Class Assignments

Textbooks

Cultural Diversity

Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM

Diversity

☐ This course meets the cultural diversity requirement.

Please indicate which criteria apply. At least two criteria must be selected and evidenced in the course content section and at least one Student Learning Outcome must apply to cultural diversity.

This course promotes understanding of:

☐ Cultures and subcultures
 ☐ Cultural awareness
 ☐ Cultural inclusiveness
 ☐ Mutual respect among diverse peoples
 ☐ Familiarity with cultural developments and their complexities

List the Student Learning Outcome(s) which apply to Cultural Diversity

Attached Files

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

The screenshot shows the 'New Course: Training Program' form with the status 'Draft'. The 'Attached Files' section is active, displaying a 'Select...' button and an 'Attachments' table. The table is currently empty, with a message stating: 'There are no attachments to display. Press Select to browse for files to attach to this record.'

Cover	Units/Hours /Status	Course Codes	Student Learning
8/B			

Attached Files

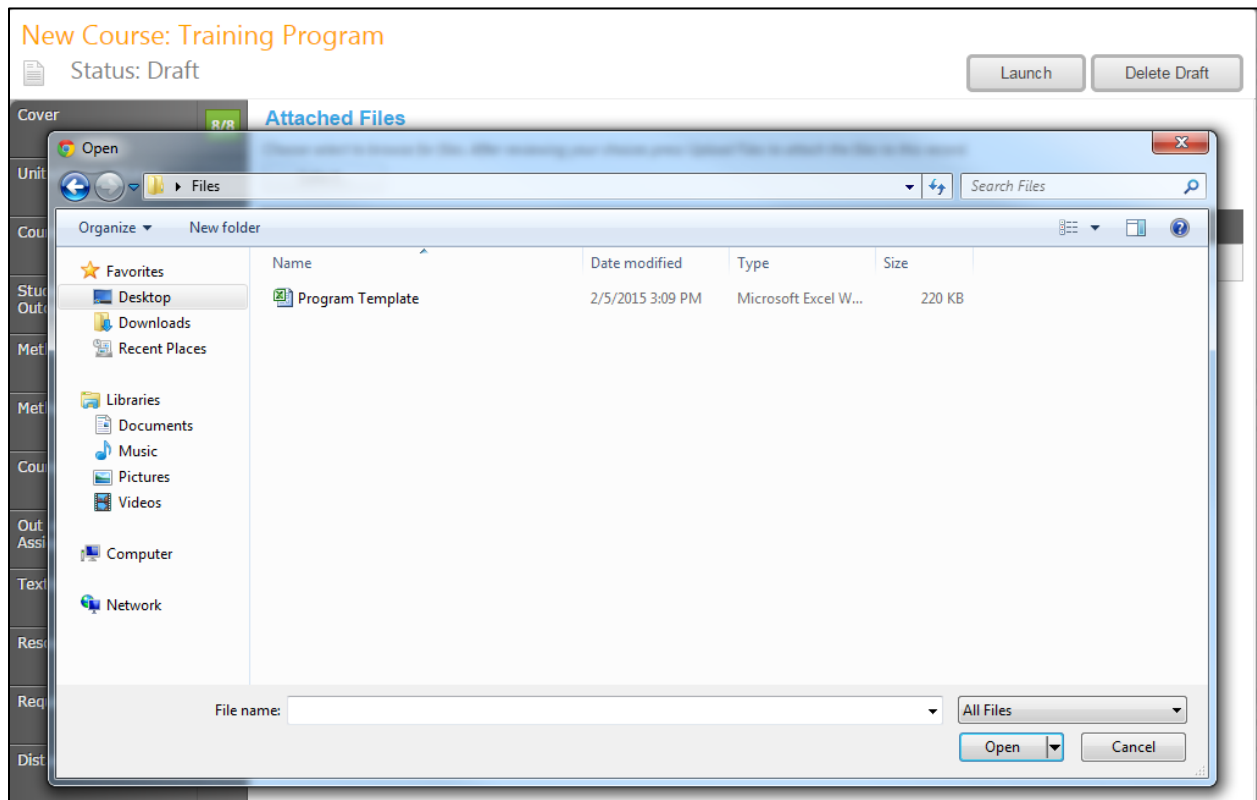
Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.

Select...

Attachments

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

Select the file(s) you wish to add to the proposal, and then click “Open”.



Review the file(s) you selected, and then click “Upload Files” to add them to the proposal.

Attached Files

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

Select...

Program Template.xlsx ✖ Remove


Upload files

Attachments

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

You may rename files, view them, or click the red “x” to delete. When you have attached any necessary files, continue to the “Codes/Dates” tab.

New Course: Training Program

 Status: Draft

LaunchDelete Draft

Cover

8/8

Units/Hours /Status

Course Codes

Student Learning Outcomes

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 Template.xlsxView File✖

Codes/Dates

In the Codes/Dates section, select the Course Origination Date by clicking the calendar icon. Click the date the course originated. Use the left and right arrows next to the month name to browse for another month.

Course Origination Date 

Notes

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Enter any Notes in the textbox, save this page, and continue to the “General Education” tab.


New Course: Training Program

Status: Draft Launch Delete Draft

Cover 8/8 **Codes/Dates** Last updated by Gavilan Admin on 3/6/2015 at 10:49 AM

Diversity

Originator * Admin, Gavilan

Course Origination Date 

Notes

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

Course Content

Out of Class Assignments

General Education

The General Education section has no fields to be completed at this time.

New Course: Training Program		Launch	Delete Draft
 Status: Draft			
Cover	8/8	General Education	
Units/Hours /Status		This section does not have any items.	

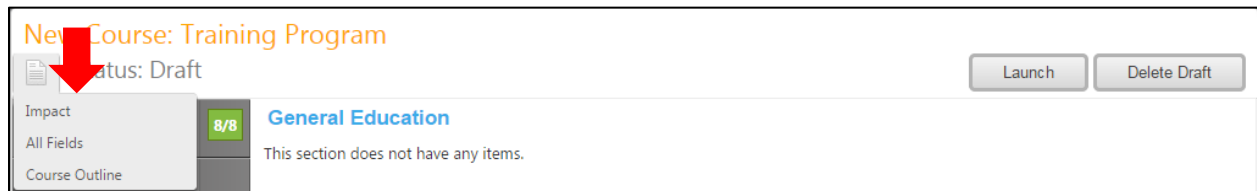
The General Education section is the last section of the proposal.

Proposal Review and Reports

After completing 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 proposal sections or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.



Select the report from the dropdown menu.



The "Course Outline" report produces a course outline.

Course Outline	
Gavilan	
<hr/>	
Course Title: GENERAL OFFICE ACCOUNTING	
Course Number: ACCT 103	
Credit Hours: 3.00	
Lecture: 3.00 hours	
Pre-requisite: None	
Corequisite: None	
Advisory: None	
<hr/>	
This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.	
<hr/>	
Student Learning Outcomes:	
By the end of this course, a student should:	
<ol style="list-style-type: none">1. Explain the importance of accounting information.2. Describe the various career opportunities in accounting.	

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

<h2 style="margin: 0;"><i>Proposal Impact Report</i></h2>
ACCT 103 - GENERAL OFFICE ACCOUNTING **New Credit Course** Gavilan
<h3 style="margin: 0;">Course Requisites</h3> <p><i>This course is a requisite for the following course(s):</i></p> <ol style="list-style-type: none"> 1. Pre-requisite: ACCT 111 - INTRO INCOME TAX *Active* 2. Advisory: ACCT 120 - COMPUTERIZED ACCTNG *Active*
<h3 style="margin: 0;">Programs</h3> <p><i>This course is incorporated into the following program(s):</i></p> <ol style="list-style-type: none"> 1. New Program-A.A. Degree *Active* Accounting Option 2. New Program-A.A. Degree *Active* General Office Skills Option 3. New Program-A.A. Degree *Active* Medical Office Option

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

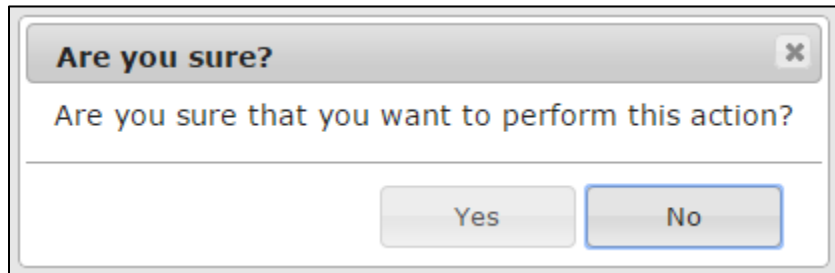
<h2 style="margin: 0;">Gavilan - All Fields Course Report</h2>														
<h3 style="margin: 0;">Cover</h3>														
Main														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Course Discipline</td> <td style="padding: 5px;">ACCT</td> </tr> <tr> <td style="padding: 5px;">Course Number</td> <td style="padding: 5px;">103</td> </tr> <tr> <td style="padding: 5px;">Course Title</td> <td style="padding: 5px;">GENERAL OFFICE ACCOUNTING</td> </tr> <tr> <td style="padding: 5px;">Short Title</td> <td style="padding: 5px;">GENERAL OFFICE ACCOUNTING</td> </tr> <tr> <td style="padding: 5px;">Anticipated First Term of Offering</td> <td style="padding: 5px;">Spring</td> </tr> <tr> <td style="padding: 5px;">Start Year</td> <td style="padding: 5px;">2012</td> </tr> <tr> <td style="padding: 5px;">Course Description</td> <td style="padding: 5px;"> <p>This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.</p> </td> </tr> </table>	Course Discipline	ACCT	Course Number	103	Course Title	GENERAL OFFICE ACCOUNTING	Short Title	GENERAL OFFICE ACCOUNTING	Anticipated First Term of Offering	Spring	Start Year	2012	Course Description	<p>This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.</p>
Course Discipline	ACCT													
Course Number	103													
Course Title	GENERAL OFFICE ACCOUNTING													
Short Title	GENERAL OFFICE ACCOUNTING													
Anticipated First Term of Offering	Spring													
Start Year	2012													
Course Description	<p>This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.</p>													

Proposal Launch

After reviewing the course, you may move the proposal into the approval process by clicking “Launch”. You may also choose “Delete Draft” and the proposal will be deleted and all information discarded.



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



New DE Course

To create a New DE Course Proposal, in Step 1 of the Create Proposal process, select “New DE Course” from the Proposal Type dropdown menu, and 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 DE 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, use the dropdown menu to select the Subject of the new course, and then enter the Course Number, Course Title, and Catalog Description into the textboxes, and click “Next Step”. Required fields are marked with an *.

Step 1: Select Proposal Type -- (New DE 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 provided. If changes need to be made, click any previous step to edit. If the information is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (New DE 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: (AH) Allied Health
Course Number: 12345
Course Title: 12345
Course Description: 12345

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

Create Proposal

Move between sections using the dark gray tabs to the far left. Throughout the proposal, you will only be prompted to save if changes are made. Any required field is marked with an *. If a proposal section contains fields required for launch, the section tab will contain an orange indicator box **0/4**. When the required fields are complete and saved, the box will turn green **3/3**. For details about the proposal sections, see the “New Course Proposal” section of this guide.

New DE Course: 12345

Status: Draft

Remaining Launch Requirements: 4

Launch

Delete Draft

Cover

4/8

Cover

Last updated by Gavilan Admin on 3/6/2015 at 1:25 PM

Units/Hours /Status

Main

Course Discipline *

AH - Allied Health (Nursing)

Course Codes

Course Number *

12345

Student Learning Outcomes

Course Title *

12345

Short Title *

Methods of Instruction

Anticipated First Term of Offering *

Methods of Evaluation

Start Year *

Course Content

Course Description *

12345

Out of Class Assignments

Justification *

Textbooks

Crosslisted Course

☐ Show selected

Clear All

☐ ACCT 103 - GENERAL OFFICE ACCOUNTING

☐ ACCT 105 - PAYROLL ACCOUNTING

☐ ACCT 111 - INTRO INCOME TAX

☐ ACCT 120 - COMPUTERIZED ACCTNG

☐ ACCT 121 - SPREADSHEET-MS EXCL

☐ ACCT 190 - OCC WK EX-ACCT

Resources

Requisites

Distance Education

Cultural Diversity

Attached Files

Codes/Dates

General Education

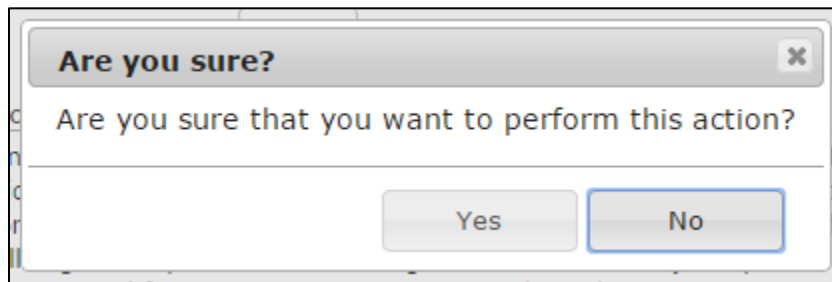
After completing the proposal sections, you may wish to review the proposal before moving it into the approval process. You may do so by moving back through the proposal tabs or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

Select the report type from the dropdown menu. Each report will open in another tab within your internet browser. For details about the reports, see the “New Course Proposal” Section of this guide.

After reviewing the proposal, to move the proposal into the approval process, select “Launch” at the top of any page within the proposal. You may also select “Delete Draft” and the proposal will be deleted and any changes discarded.



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



Modify Course Proposal

Select “Modify Course” from the dropdown menu in Step 1 of Create Proposal, 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*

Modify 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 Subject of the course you wish to modify using the drop down menu and/or enter the Course Title in the text box, then click “Search Courses”. In the Courses list, click on the course you wish to modify, scrolling down, if necessary, to find it, then click “Next Step”.

Step 1: Select Proposal Type -- (Modify Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject

(ASTR) Astronomy

Course Title

Search Courses

Courses*

Top 50 Active Courses

ASTR 1 - INTRO GEN ASTRONOMY

Next Step

Review and Create

In Step 3, review the course you are modifying. If it is incorrect, click on any previous step to edit. If it is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Modify Course)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Modify 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.

Course: ASTR 1 - INTRO GEN ASTRONOMY

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

Create Proposal

Work your way through the course as detailed in the “New Course Proposal” section of this guide, making changes as needed.

Modify Course: ASTR 1 - INTRO GEN ASTRONOMY

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Cover

7/8

Cover

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

Course Content

Out of Class Assignments

Textbooks

Resources

Requisites

Distance Education

Cultural Diversity

Attached Files

Codes/Dates

General Education

Main

Course Discipline *

ASTR - Astronomy

Course Number *

1

Course Title *

INTRO GEN ASTRONOMY

Short Title *

INTRO GEN ASTRONOMY

Anticipated First Term of Offering *

Spring

Start Year *

2014

Course Description *

An introduction to the realm of astronomy and space science. Topics to be covered include the historical development of astronomy, the physics of gravitation and radiation, the solar system, stellar astronomy, galactic and extragalactic astronomy, and cosmology. ADVISORY: Mathematics 205 and eligible for English 250 and English 260.

Justification *

Crosslisted Course

ACCT 103 - GENERAL OFFICE ACCOUNTING

ACCT 105 - PAYROLL ACCOUNTING

ACCT 111 - INTRO INCOME TAX

ACCT 120 - COMPUTERIZED ACCTNG

ACCT 121 - SPREADSHEET-MS EXCL

ACCT 190 - OCC WK EX-ACCT

Page 45

To view course reports, click the page icon under the course title, and select the type of report you want to view from the dropdown menu.

Modify Course: ASTR 1 - INTRO GEN ASTRONOMY

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Impact All Fields Comparison Course Outline Course Codes

7/8 Cover

Main

Course Discipline * ASTR - Astronomy

Course Number * 1

The only report unique to the modification proposal is the “Comparison” report. For information on other reports, see the “New Course Proposal” section of this guide.

Modify Course: ASTR 1 - INTRO GEN ASTRONOMY

Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Impact All Fields Comparison Course Outline Course Codes

7/8 Cover

Main

Course Discipline * ASTR - Astronomy

Course Number * 1

The Comparison report summarizes all fields within the proposal, with changes highlighted.

Gavilan - All Fields Course Report

Cover

Main

Course Discipline	ASTR
Course Number	1
Course Title	INTRO GEN ASTRONOMY
Short Title	INTRO GEN ASTRONOMY
Anticipated First Term of Offering	Spring
Start Year	2014
Course Description	An introduction to the realm of astronomy and space science. Topics to be covered include the historical development of astronomy, the physics of gravitation and radiation, the solar system, stellar astronomy, galactic and extragalactic astronomy, and cosmology. ADVISORY: Mathematics 205 and eligible for English 250 and English 260.
Justification	

Modify DE Course Proposal

To create a Modify DE Course Proposal, in Step 1 of the Create Proposal process, select “Modify DE Course” from the Proposal Type dropdown menu, and 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*
Modify DE 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 Subject of the course you wish to modify using the drop down menu and/or enter the Course Title in the text box, then click “Search Courses”. In the Courses list, click on the course you wish to modify, scrolling down, if necessary, to find it, then click “Next Step”.

Step 1: Select Proposal Type -- (Modify DE Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject
(AMT) Aviation Maintenance Tech

Course Title
aircraft

Search Courses

Courses*
Top 50 Active Courses
AMT 100 - GEN AIRCRAFT TECH
AMT 101 - GEN AIRCRAFT TECH

Next Step

Review and Create

In Step 3, review the information you provided. If changes need to be made, click any previous step to edit. If the information is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Modify DE Course)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Modify 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.

Course: AMT 101 - GEN AIRCRAFT TECH

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

Create Proposal

Move between sections using the dark gray tabs to the far left. Throughout the proposal, you will only be prompted to save if changes are made. Any required field is marked with an *. If a proposal section contains fields required for launch, the section tab will contain an orange indicator box **0/4**. When the required fields are complete and saved, the box will turn green **3/3**. For details about the proposal sections, see the “New Course Proposal” section of this guide.

Modify DE Course: AMT 101 - GEN AIRCRAFT TECH

Status: Draft

Remaining Launch Requirements: 1

Launch

Delete Draft

Cover

7/8

Cover

Units/Hours /Status

Course Codes

Student Learning Outcomes

Methods of Instruction

Methods of Evaluation

Course Content

Out of Class Assignments

Textbooks

Resources

Requisites

Distance Education

Cultural Diversity

Attached Files

Codes/Dates

Main

Course Discipline *

AMT - Aviation Maintenance Tech

Course Number *

101

Course Title *

GEN AIRCRAFT TECH

Short Title *

GEN AIRCRAFT TECH

Anticipated First Term of Offering *

Fall

Start Year *

2014

Course Description *

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe and Powerplant (A and P) certificate. This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A and P mechanic privileges and limitations. Basic electricity for aircraft from Ohm's Law through transistor theory will be taught as well as ground operation and servicing of aircraft. Both theory and practical application to aircraft are taught. COREQUISITE: AMT 111, Airframe Structures. ADVISORY: Mathematics 430.

Justification *

Crosslisted Course

☐ ACCT 103 - GENERAL OFFICE ACCOUNTING

☐ ACCT 105 - PAYROLL ACCOUNTING

☐ ACCT 111 - INTRO INCOME TAX

☐ ACCT 120 - COMPUTERIZED ACCTNG

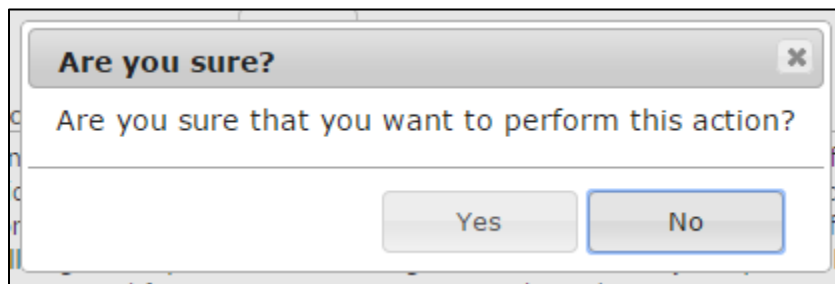
After completing the proposal sections, you may wish to review the proposal before moving it into the approval process. You may do so by moving back through the proposal tabs or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

Select the report type from the dropdown menu. Each report will open in another tab within your internet browser. For details about the reports, see the “New Undergraduate Course Proposal” Section of this guide.

After reviewing the proposal, to move the proposal into the approval process, select “Launch” at the top of any page within the proposal. You may also select “Delete Draft” and the proposal will be deleted and any changes discarded.



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



Deactivate Course Proposal

Select “Deactivate Proposal” from the dropdown menu in Step 1 of the Create Proposal process.

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*

Deactivate 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 Subject of the course you wish to modify using the drop down menu and/or enter the Course Title in the text box, then click “Search Courses”. In the right column, click on the course you wish to modify, scrolling down, if necessary, to find it, then click “Next Step”.

Step 1: Select Proposal Type -- (Deactivate Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject

(ART) Art

Course Title

painting

Search Courses

Courses*

Top 50 Active Courses

ART 16A - WATERCOLOR PAINTING

ART 16B - WATERCOLOR PAINTING

ART 15A - BEGINNING PAINTING

ART 15B - BEGINNING PAINTING

ART 14 - MURAL PAINTING

ART 14A - MURAL PAINTING

Next Step

Review and Create

In Step 3, review the course. If it is incorrect, click on any of the other steps to make changes. If it is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Deactivate Course) ▼


Step 2: Select a Course From the Catalog ▼

Review and Create ▲

You've chosen to create a Deactivate 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.

Course: ART 14A - MURAL PAINTING

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

 **Create Proposal**

Review the course, moving through the course sections through the dark gray tabs on the left side of the screen. If you still wish to delete this course, click “Launch”. You may also “Delete Draft” and the Course Deletion Proposal will be deleted. You will be prompted to confirm this action.

Deactivate Course: ART 14A - MURAL PAINTING [View the course being deactivated](#)

Status: Draft Launch Delete Draft

Cover 8/8

	Main
Units/Hours /Status	Course Discipline * <input type="text" value="ART - Art"/>
Course Codes	Course Number * <input type="text" value="14A"/>
Student Learning Outcomes	Course Title * <input type="text" value="MURAL PAINTING"/> Short Title * <input type="text" value="MURAL PAINTING"/>
Methods of Instruction	Anticipated First Term of Offering * <input type="text" value="Spring"/>
Methods of Evaluation	Start Year * <input type="text" value="2014"/>
Course Content	Course Description * Studio practice in the design, methods and materials of mural painting through the production of individual and collaborative murals. The course will also provide a historical survey of mural painting, from pre-historic cave painting to contemporary urban murals, with particular focus on the muralists of Mexico. This course has the option of a letter grade or pass/no pass. This course was previously listed as ART 14.
Out of Class Assignments	Justification * <input type="text" value="sdg"/>
Textbooks	
Resources	
Requisites	
Distance Education	
Cultural Diversity	
Attached Files	
Codes/Dates	

Crosslisted Course

☐ Show selected

- ☐ ACCT 103 - GENERAL OFFICE ACCOUNTING
- ☐ ACCT 105 - PAYROLL ACCOUNTING
- ☐ ACCT 111 - INTRO INCOME TAX
- ☐ ACCT 120 - COMPUTERIZED ACCTNG

Are you sure? ✕

Are you sure that you want to perform this action?

Yes No

Deactivate DE Course Proposal

To create a Deactivate DE Course Proposal, in Step 1 of the Create Proposal process, select “Deactivate DE Course” from the Proposal Type dropdown menu, and 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*

Deactivate DE 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 Subject of the course you wish to modify using the drop down menu and/or enter the Course Title in the text box, then click “Search Courses”. In the Courses list, click on the course you wish to modify, scrolling down, if necessary, to find it, then click “Next Step”.

Step 1: Select Proposal Type -- (Deactivate DE Course)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject

(ART) Art

Course Title

Search Courses

Courses*

Top 50 Active Courses

ART 16A - WATERCOLOR PAINTING

ART 16B - WATERCOLOR PAINTING

ART 116 - DVD AUTHORIZING

ART 760 - ARTS & CRAFTS I OA

ART 761 - ARTS & CRAFTS II OA

ART 3A - DRAW/COMPOSITION

ART 6 - ART APPRECIATION

ART 8A - BEG PHOTO ANAL TO DIG

Next Step

Review and Create

In Step 3, review the information you provided. If changes need to be made, click any previous step to edit. If the information is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Deactivate DE Course)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Deactivate 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.

Course: ART 116 - DVD AUTHORIZING

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

Create Proposal

Move between sections using the dark gray tabs to the far left. Throughout the proposal, you will only be prompted to save if changes are made. Any required field is marked with an *. If a proposal section contains fields required for launch, the section tab will contain an orange indicator box **0/4**. When the required fields are complete and saved, the box will turn green **3/3**. For details about the proposal sections, see the “New Course Proposal” section of this guide.

Deactivate DE Course: ART 116 - DVD AUTHORIZING

View the course being deactivated

Status: Draft

Launch

Delete Draft

Cover

8/8

Cover

Last updated by Gavilan Admin on 3/6/2015 at 1:46 PM

Units/Hours /Status

Main

Course Discipline *

ART - Art

Course Number *

116

Course Title *

DVD AUTHORIZING

Short Title *

DVD AUTHORIZING

Anticipated First Term of Offering *

Spring

Start Year *

2002

Course Description *

Study of the artistic and technical aspects of authoring interactive DVDs (Digital Video/Versatile Disk). Special attention will be given to interactive design and the integration and conversion (encoding) of time-based media (e.g., multi-angle video, animation, Dolby sound) special to this media format. Students will be able to produce their own DVD of video, slide shows, and/or interactive games. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit. Also listed as CSIS 116 and DM 116. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

Justification *

This course has become obsolete.

Crosslisted Course

☐ ACCT 103 - GENERAL OFFICE ACCOUNTING

☐ ACCT 105 - PAYROLL ACCOUNTING

☐ ACCT 111 - INTRO INCOME TAX

☐ ACCT 120 - COMPUTERIZED ACCTNG

☐ ACCT 121 - SPREADSHEET-MS EXCL

☐ ACCT 190 - OCC WK EX-ACCT

Show selected

Clear All

Methods of Instruction

Methods of Evaluation

Course Content

Out of Class Assignments

Textbooks

Resources

Requisites

Distance Education

Cultural Diversity

Attached Files

Codes/Dates

General Education

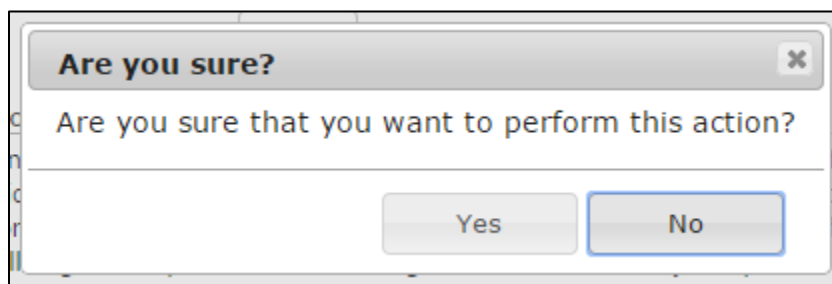
After completing the proposal sections, you may wish to review the proposal before moving it into the approval process. You may do so by moving back through the proposal tabs or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

Select the report type from the dropdown menu. Each report will open in another tab within your internet browser. For details about the reports, see the “New Undergraduate Course Proposal” Section of this guide.

After reviewing the proposal, to move the proposal into the approval process, select “Launch” at the top of any page within the proposal. You may also select “Delete Draft” and the proposal will be deleted and any changes discarded.

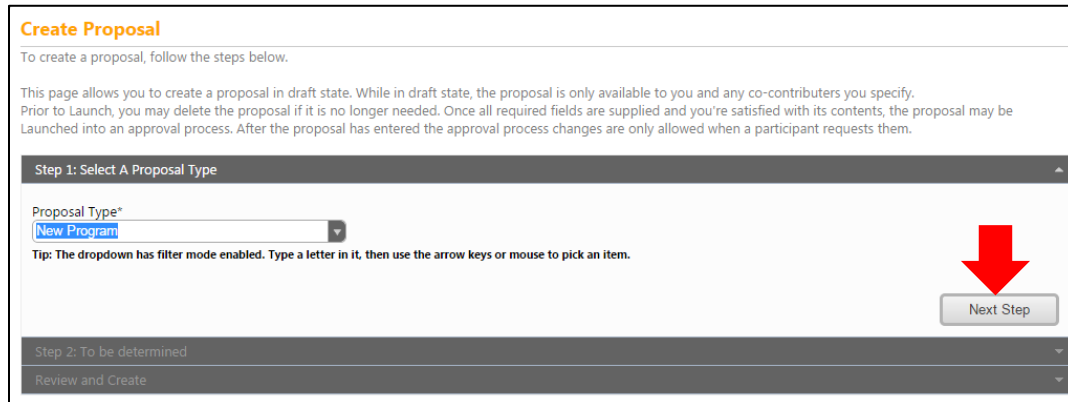


You will be asked to confirm your choice, as both actions are permanent and nonreversible.



New Program Proposal

Select “New Program” from the Proposal Type dropdown menu in Step 1 of the Create Proposal process, 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 Program

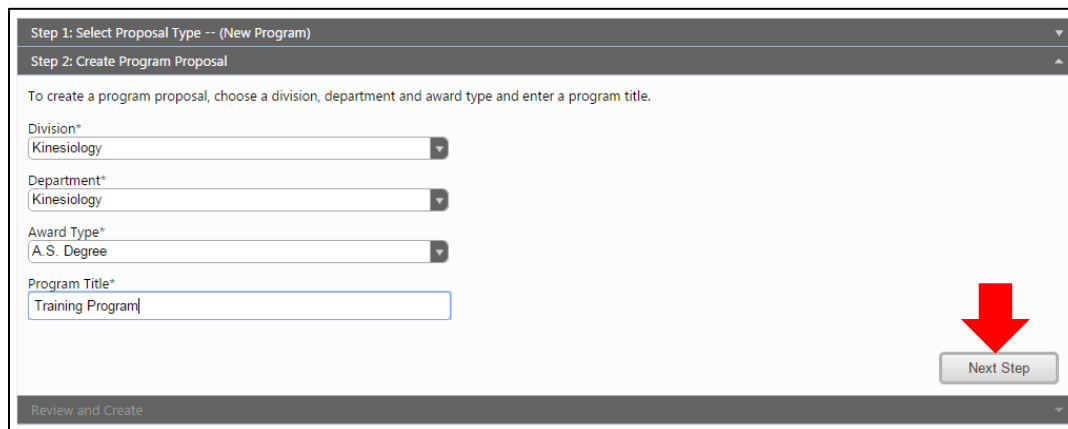
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

Use the dropdown menus in Step 2 to select the Division, Department, Award Type, and enter the Program Title in the text box, then click “Next Step”.



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*
Kinesiology

Department*
Kinesiology

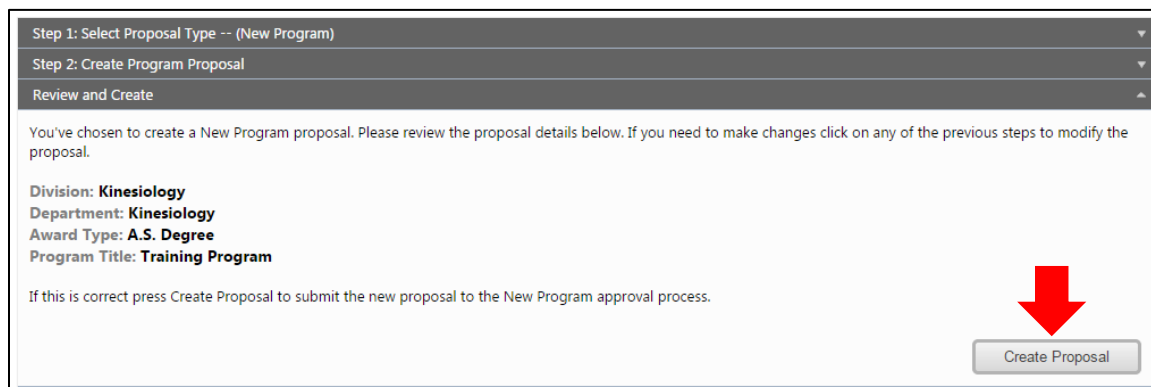
Award Type*
A.S. Degree

Program Title*
Training Program

Next Step

Review and Create

Review the information in Step 3. If it is incorrect, click on any previous step to make changes. If it is correct, click “Create Proposal”.



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

Step 2: Create Program Proposal

Review and Create

You've chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Division: **Kinesiology**
Department: **Kinesiology**
Award Type: **A.S. Degree**
Program Title: **Training Program**

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

Create Proposal

Main

In the “Main” section of the Program Proposal, enter initial information about the new program. Required fields are marked with an *. The ‘Justification’ text box contains formatting tools, allowing you to, among other things, italicize text or format information into an outline. When you have completed all fields, save your work, then click on the “Program Learning Outcomes” tab.

You will move between sections using the dark gray tabs on the left of the page. Throughout the proposal, you will only be prompted to save when changes have been made.

New Program: Training Program

Status: Draft

Launch Delete Draft

Last updated by Gavilan Admin on 3/6/2015 at 1:59 PM

Cover

Division/School

Department

Subject

Award Type

Title

Description

Justification

Text Appearance Tools

Text Alignment Tools, including outline tools

Special Editing Tools

Transfer/CTE

Career Opportunities

Transfer/CTE

Career Opportunities

Proposed Semester of Implementation

Semester Year

Program Learning Outcomes

To add a Program Learning Outcome to the proposal, click “Add New Item”.

New Program: Training Program

Status: Draft

Launch

Delete Draft

Cover

Program Learning Outcomes

Block Definitions

Program Learning Outcomes

Outcome

☒ Show Details [+ Add New Item](#)

There are no outcome to display


Enter the Outcome and Assessment in the textboxes and click “Save”.

Program Learning Outcomes

Outcome

Outcome *

Assessment *



+ Save

Cancel

To edit a Program Learning Outcome, click the blue bar containing the outcome. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”. When all outcomes are in the correct order, continue to the “Block Definitions” tab.

New Program: Training Program

Status: Draft

Launch

Delete Draft

Cover

Program Learning Outcomes

Block Definitions

Planning

Codes/Dates

Program Learning Outcomes

Outcome

☒ Show Details

+ Add New Item

Students will be productive members of society.

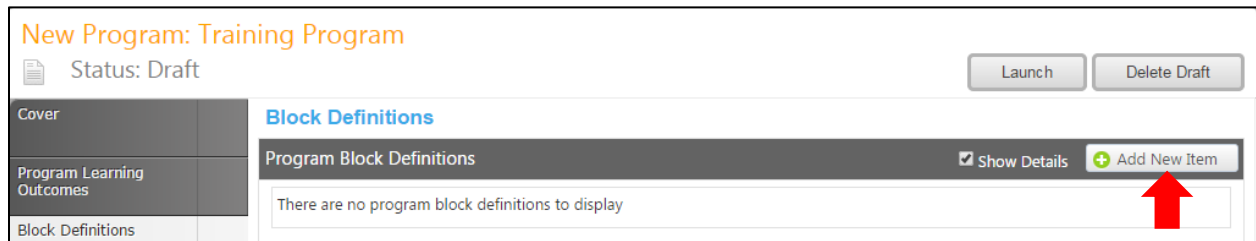
Assessment: Completion of program

Students will be able to pass state licensing exam.

Assessment: Pass exam

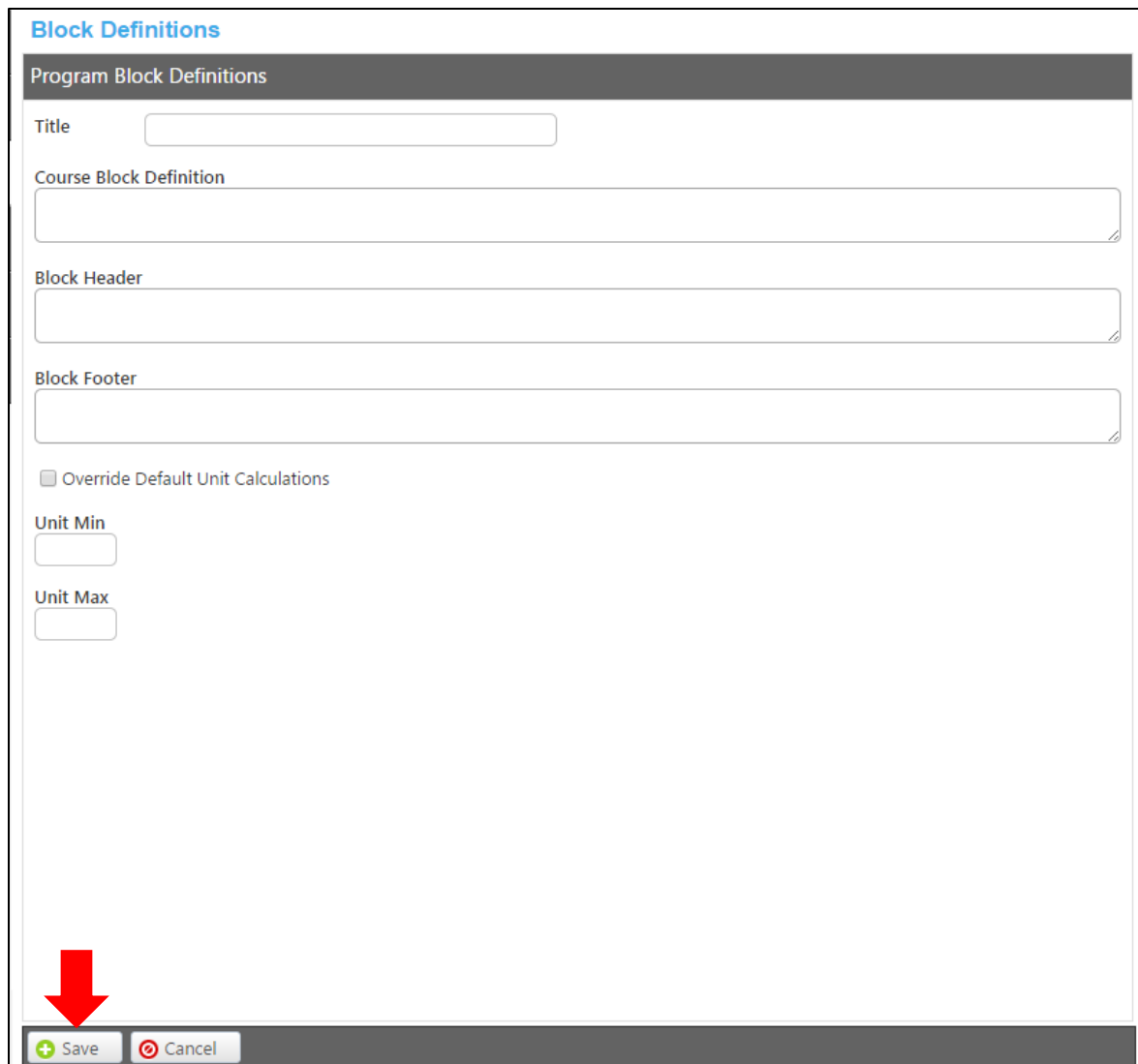
Block Definitions

To add courses and other requirements to the program, add a course block by clicking “Add New Item”.



The screenshot shows the 'New Program: Training Program' interface. On the left is a sidebar with 'Cover', 'Program Learning Outcomes', and 'Block Definitions'. The main area is titled 'Block Definitions' and contains a 'Program Block Definitions' header. Below the header, it says 'There are no program block definitions to display'. To the right of this text is a button labeled '+ Add New Item', which is highlighted by a red arrow. Above the main area are buttons for 'Launch' and 'Delete Draft'.

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”.



The screenshot shows the 'Block Definitions' form. It has a title field, a 'Course Block Definition' text area, a 'Block Header' text area, and a 'Block Footer' text area. Below these is a checkbox for 'Override Default Unit Calculations'. At the bottom are fields for 'Unit Min' and 'Unit Max'. A red arrow points to the '+ Save' button at the bottom left of the form.

To edit a program, click the blue bar containing the block. To reorder blocks, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”.

To add courses, click “Edit Program Courses”.

The screenshot shows the 'New Program: Training Program' interface. At the top, there's a header with the title 'New Program: Training Program' and a 'Status: Draft' indicator. To the right are 'Launch' and 'Delete Draft' buttons. On the left is a sidebar with navigation links: 'Cover', 'Program Learning Outcomes', 'Block Definitions', 'Planning', and 'Codes/Dates'. The main content area is titled 'Block Definitions' and contains a 'Program Block Definitions' section. This section has a 'Show Details' checkbox and an 'Add New Item' button. Below this is a blue bar with the text 'Click on this item to modify its details.' and a red 'x' icon. Underneath, there's a section for 'Override Default Unit Calculations: true' and a 'Program Courses' section. The 'Program Courses' section shows 'There are no program courses to display' and an 'Edit Program Courses' button. A red arrow points to this button.

Click “Add New Item” to add the courses or other requirements.

This is a close-up of the 'Block Definitions' section. It shows the 'Program Courses' header with a 'Show Details' checkbox and an 'Add New Item' button. Below the header is a message box that says 'There are no program courses to display'. A red arrow points to the 'Add New Item' button.

Use the dropdown menus to select the Subject and Course if the requirement is a course. If the requirement is not a course, enter this information in the Non-Course Requirements textbox. Do not enter a course and a Non-Course requirement at the same time. If the requirement should be completed in a certain semester during the student's time at Gavilan, use the Ordered Semester dropdown menu to select which semester the student should take this course. Use the Condition menu to indicate this requisite's relationship to the next. A regularly listed items already implies the "and" requirement. If you select "or" a student may use this course *or* the next course to qualify for the course. Following this "or" selection with an "and" is only used when nesting needs to be present. For example; ART 101 or ART 102 and 101A. If the course is offered for a range of units but only a smaller subset of the range will meet the requirement, enter the Units Low and Units High that will meet the requirement. If there is a special condition or exception for this requisite enter a number or symbol in the Exception Identifier field and enter the Exception in the textbox. Use a different symbol for each exception. Click "Save" to add the requirement.

Block Definitions

Program Courses

Subject

Course

Non-Course Requirements

Ordered Semester

Condition


Unit Range

Units Low

Units High

Exception Identifier

Exception



To edit a requirement, click the blue bar containing the requirement. To reorder requirements, use the up and down arrows to the right of the blue bar, or to delete, click the red “x”. When all requirements are in the correct order, click “Done”.

Block Definitions

Program Courses

☒ Show Details + Add New Item

☒ AH 15 - ANATOMY AND PHYSIOLOGY 5.00 *Active*

Subject: AH - Allied Health (Nursing)

☒ AJ 129P - PC 832 W/O FIREARMS 1.00 *Active*

Subject: AJ - Administration of Justice

☒ AH 141 - ADV SEARCH TECHNIQU 1.00 *Active*

Subject: AH - Allied Health (Nursing)

Done

Min Units 0Max Units 0

When all requirements have been added to the program, continue to the “Planning” tab.

Planning

In the Planning section, indicate the impact of the new program on the college and how it will fit with other programs at this and neighboring institutions, following the prompts for each textbox. When this section is completed, continue to the “Codes/Dates” section of the proposal.

New Program: Training Program

Status: Draft

Launch

Delete Draft

Cover

Program Learning Outcomes

Block Definitions

Planning

Codes/Dates

Attached Files

Planning

Last updated by Gavilan Admin on 3/6/2015 at 1:59 PM

Planning

Master Planning

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

Similar Programs at Other Colleges in Service Area

Units for Degree Major or area of Emphasis (Minimum)

Units for Degree Major or Area of Emphasis (Maximum)

Total Units for Degree (Minimum)

Total Units for Degree (Maximum)

Number of New Faculty Positions

New Equipment Cost \$

Cost of New/Remodeled Facility \$

Estimated Costs of Library Acquisition \$

Codes/Dates

In the Codes/Dates section of the proposal, use the dropdown menus to select the details of the program, following the prompts. Save this information and continue to the “Attached File” section of the proposal.

New Program: Training Program

Status: Draft

Launch

Delete Draft

Cover

Program Learning Outcomes

Block Definitions

Planning

Codes/Dates

Attached Files

Codes/Dates

Last updated by Gavilan Admin on 3/6/2015 at 1:59 PM

Date

Origination Date

Originator

Implementation Date

TOP Code

Annual Completers

Distance Education Percentage

Estimated Full Time Faculty Workload

Gainful Employment

Apprenticeship

Actual Implementation Semester

Semester

Year

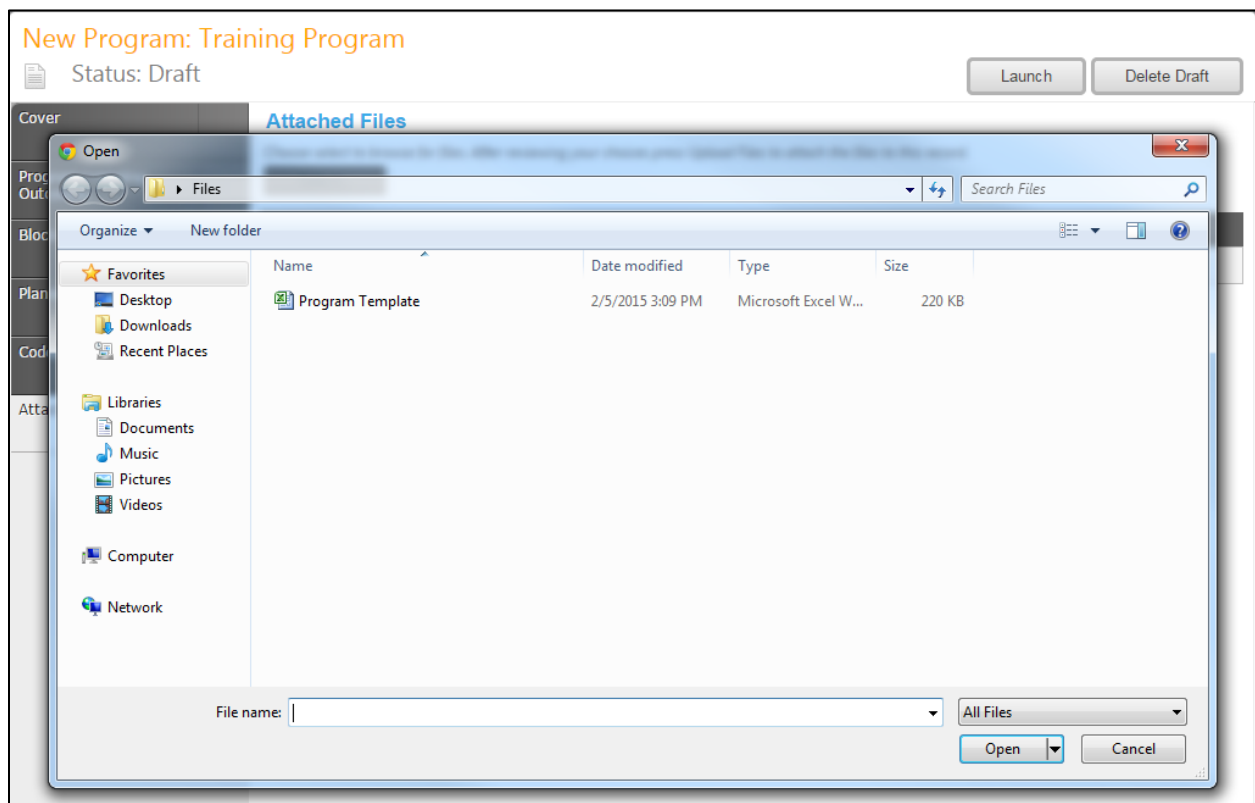
Page 64

Attached Files

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

The screenshot shows a web interface for a 'New Program: Training Program'. At the top, it says 'Status: Draft' with 'Launch' and 'Delete Draft' buttons. On the left is a sidebar with 'Cover', 'Program Learning Outcomes', 'Block Definitions', and 'Planning'. The main area has a tab for 'Attached Files'. Below the tab is a 'Select...' button with a red arrow pointing to it. Below that is an 'Attachments' section with the text: 'There are no attachments to display. Press Select to browse for files to attach to this record.'

Select the file(s) you wish to add to the proposal, and then click “Open”.



Review the file(s) you selected, and then click “Upload Files” to add them to the proposal.

The screenshot shows a web interface for creating a new program. At the top, it says "New Program: Training Program" and "Status: Draft". There are two buttons: "Launch" and "Delete Draft". On the left is a sidebar with a table of sections: Cover, Program Learning Outcomes, Block Definitions, Planning, and Codes/Dates. The main area is titled "Attached Files" and contains the instruction: "Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record." Below this is a "Select..." button. A file "Program Template.xlsx" is listed with a red "X Remove" button next to it. Below the file list is an "Upload files" button, which is highlighted by a red arrow. At the bottom, there is an "Attachments" section with the text: "There are no attachments to display. Press Select to browse for files to attach to this record."

You may rename files, view them, or click the red “x” to delete.

This screenshot shows the same interface as the previous one, but now a file "Program Template.xlsx" is attached. It has a text input field for renaming the file and a "View File" button. A red "X" icon is visible at the end of the row, indicating a delete option. The "Attachments" section now displays this file. The sidebar and top navigation remain the same.

The Attached Files section is the last section of the proposal.

Proposal Review and Reports

After completing 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 proposal sections or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

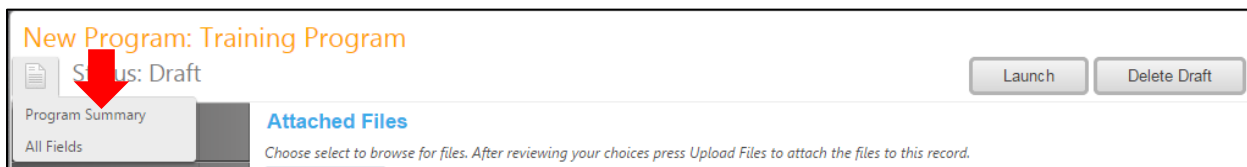


New Program: Training Program

Status: Draft

Launch Delete Draft

Select the report from the dropdown menu.



New Program: Training Program

Status: Draft

Launch Delete Draft

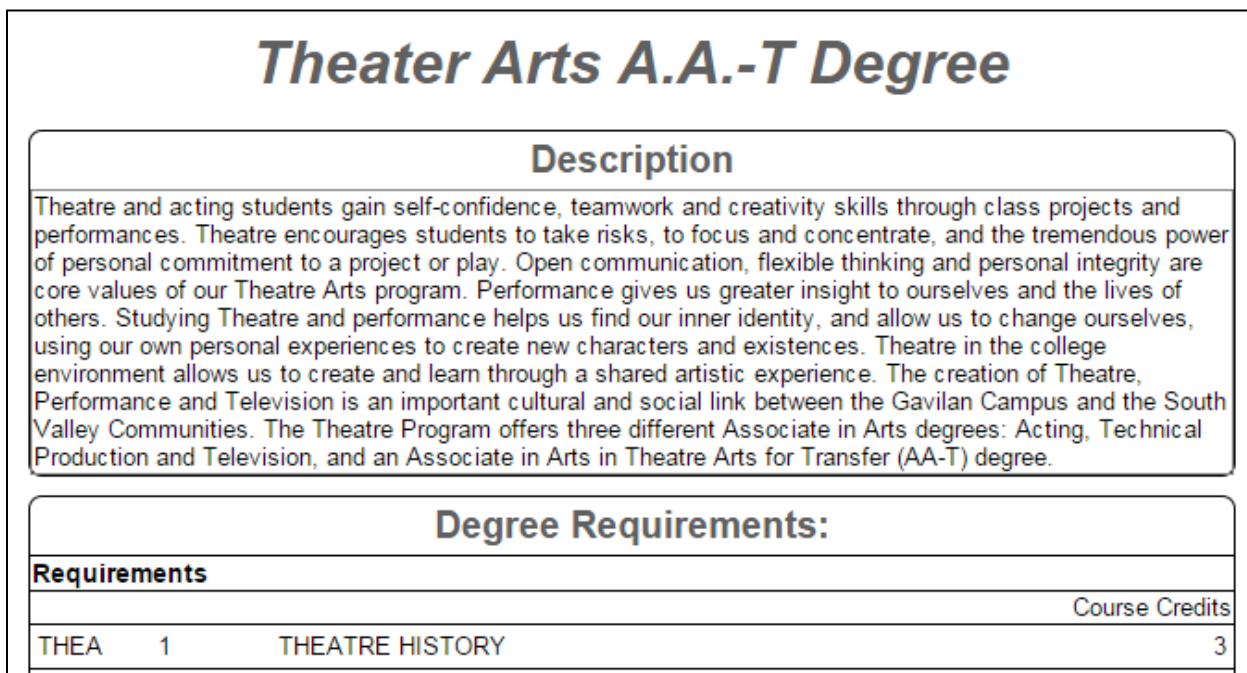
Program Summary

All Fields

Attached Files

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

The Program Summary report summarizes the description and requirements of the program.



Theater Arts A.A.-T Degree

Description

Theatre and acting students gain self-confidence, teamwork and creativity skills through class projects and performances. Theatre encourages students to take risks, to focus and concentrate, and the tremendous power of personal commitment to a project or play. Open communication, flexible thinking and personal integrity are core values of our Theatre Arts program. Performance gives us greater insight to ourselves and the lives of others. Studying Theatre and performance helps us find our inner identity, and allow us to change ourselves, using our own personal experiences to create new characters and existences. Theatre in the college environment allows us to create and learn through a shared artistic experience. The creation of Theatre, Performance and Television is an important cultural and social link between the Gavilan Campus and the South Valley Communities. The Theatre Program offers three different Associate in Arts degrees: Acting, Technical Production and Television, and an Associate in Arts in Theatre Arts for Transfer (AA-T) degree.

Degree Requirements:

Requirements			Course Credits
THEA	1	THEATRE HISTORY	3

The All Fields report summarizes all fields and information in the proposal.

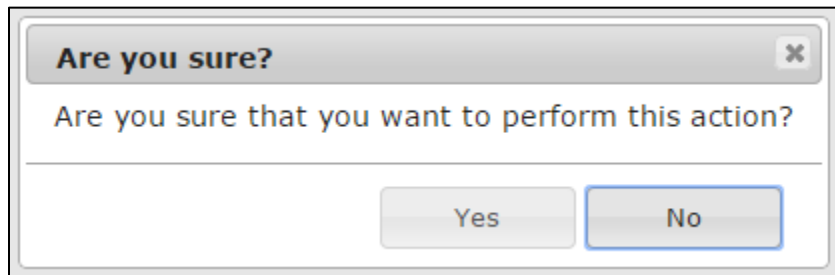
Gavilan - All Fields Program Report	
Cover	
Cover	
Division/School	Liberal Arts and Sciences
Department	Fine Arts
Subject	THEA
Award Type	
Title	Theater Arts
Description	
Theatre and acting students gain self-confidence, teamwork and creativity skills through class projects and performances. Theatre encourages students to take risks, to focus and concentrate, and the tremendous power of personal commitment to a project or play. Open communication, flexible thinking and personal	

Proposal Launch

After reviewing the program, you may move the proposal into the approval process by clicking “Launch”. You may also choose “Delete Draft” and the proposal will be deleted and all information discarded.

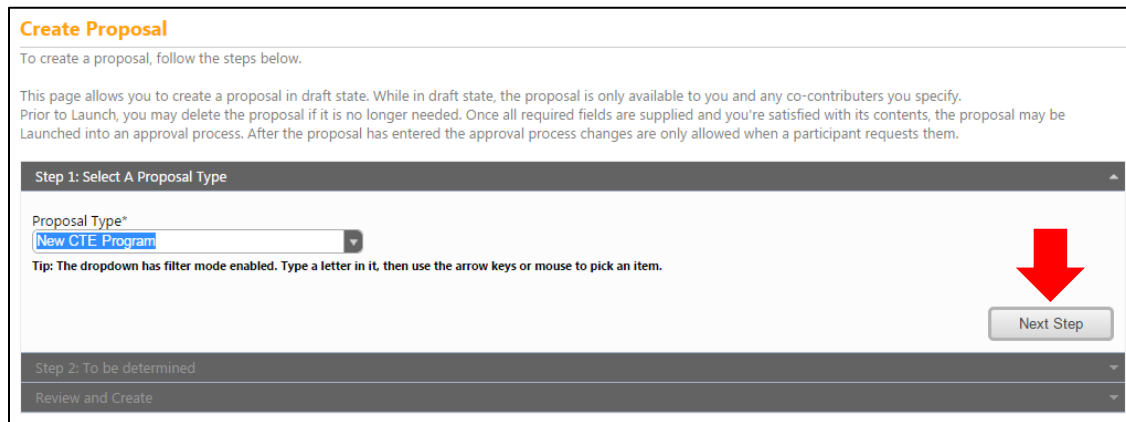


You will be asked to confirm your choice as both actions are permanent and nonreversible.



New CTE Program Proposal

To create a New CTE Program Proposal, in Step 1 of the Create Proposal process, select “New CTE Program” from the Proposal Type dropdown menu, and 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 CTE Program

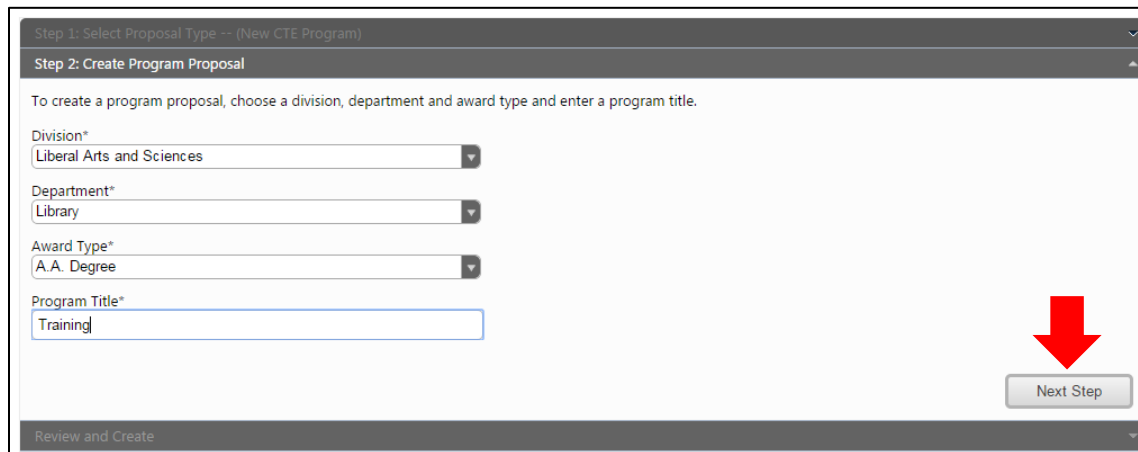
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

Use the dropdown menus in Step 2 to select the Division, Department, Award Type, and enter the Program Title in the text box, then click “Next Step”.



Step 1: Select Proposal Type -- (New CTE 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 and Sciences

Department*
Library

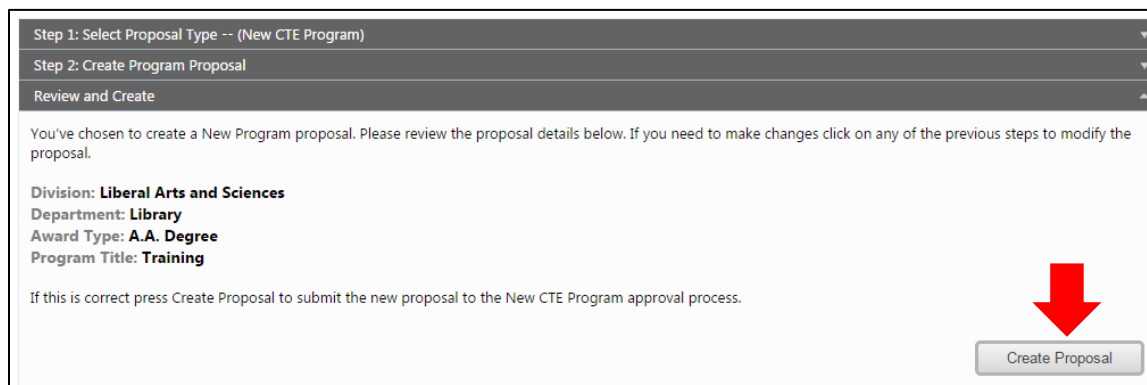
Award Type*
A.A. Degree

Program Title*
Training

Next Step

Review and Create

In Step 3, review the information you provided. If changes need to be made, click any previous step to edit. If the information is correct, click “Create Proposal”.



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

Step 2: Create Program Proposal

Review and Create

You've chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Division: Liberal Arts and Sciences
Department: Library
Award Type: A.A. Degree
Program Title: Training

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

Create Proposal

Move between sections using the dark gray tabs to the far left. Throughout the proposal, you will only be prompted to save if changes are made. For details about the proposal sections, see the “New Program Proposal” section of this guide.

New CTE Program: Training

Status: Draft

Launch Delete Draft

Cover	<p>Cover</p> <p>Last updated by Gavilan Admin on 3/6/2015 at 3:15 PM</p> <p>Cover</p> <p>Division/School <input type="text" value="Liberal Arts and Sciences"/></p> <p>Department <input type="text" value="Library"/></p> <p>Subject <input type="text"/></p> <p>Award Type <input type="text"/></p> <p>Title <input type="text" value="Training"/></p> <p>Description</p> <div></div>
Program Learning Outcomes	
Block Definitions	
Planning	
Codes/Dates	
Attached Files	

Justification

B I U abe (inherited font) (inherited size)

Select block type

Transfer/CTE

Career Opportunities

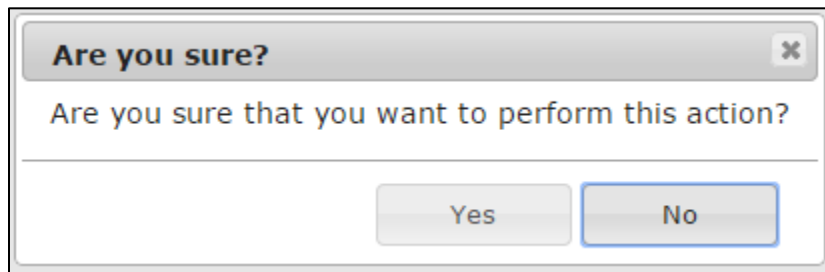
After completing the proposal sections, you may wish to review the proposal before moving it into the approval process. You may do so by moving back through the proposal tabs or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

Select the report type from the dropdown menu. Each report will open in another tab within your internet browser. For details about the reports, see the “New Program Proposal” Section of this guide.

After reviewing the proposal, to move the proposal into the approval process, select “Launch” at the top of any page within the proposal. You may also select “Delete Draft” and the proposal will be deleted and any changes discarded.



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



Modify Proposal

In Step 1 of the Create Proposal process, select “Modify Program”, 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*

Modify 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, use the dropdown menus to select the Division and Department of the program you wish to modify, enter any Program Title keywords, then click “Search Programs”. Select the program you wish to modify from the Programs box, then click “Next Step”.

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

Step 2: Select a Program From the Catalog

Division

Liberal Arts and Sciences

Department

Natural Sciences & Math

Program Title

Search Programs

Programs*

Top 50 Active Programs

Art History

Biological Science

Biotechnology

Health Science

Communication Studies

Communication Studies

Communication Studies

Interpersonal Communication

Next Step

Review and Create

Review the program information. If it is incorrect, click on any of the previous steps to make changes. If it is correct, click “Create Proposal”.

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

Step 2: Select a Program From the Catalog

Review and Create

You've chosen to create a Modify 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.

Program: Biological Science

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

Create Proposal

Move between sections of the program using the dark gray tabs on the left, making changes as necessary. (For details on the program sections, see the “New Program Proposal” section of this guide.) At any point, you may view reports by clicking the page icon under the program title. For details on the reports, see the “New Program Proposal” section of this guide.

When all changes have been made, from any page in the proposal, click “Launch” to move the proposal into the approval process. You may also select “Delete Draft” and your changes will be discarded.

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

Modify CTE Program Proposal

In Step 1 of the Create Proposal process, select “Modify CTE Program”, 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*

Modify CTE 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, use the dropdown menus to select the Division and Department of the program you wish to modify, enter any Program Title keywords, then click “Search Programs”. Select the program you wish to modify from the Programs box, then click “Next Step”.

Step 1: Select Proposal Type -- (Modify CTE Program)

Step 2: Select a Program From the Catalog

Division

Liberal Arts and Sciences

Department

English as a Second Language

Program Title

Spanish

Search Programs

Programs*

Top 50 Active Programs

Spanish Native Speakers Option 4

Spanish Native Speakers Option 4

Spanish Non-Native Speakers Option 3

Spanish Non-Native Speakers Option 3

Spanish Non-Native Speakers Option 2

Spanish Non-Native Speakers Option 2

Spanish Non-Native Speakers Option 1

Spanish Non-Native Speakers Option 1

Next Step

Review and Create

Review the program information. If it is incorrect, click on any of the previous steps to make changes. If it is correct, click “Create Proposal”.

Step 1: Select Proposal Type -- (Modify CTE Program)

Step 2: Select a Program From the Catalog

Review and Create

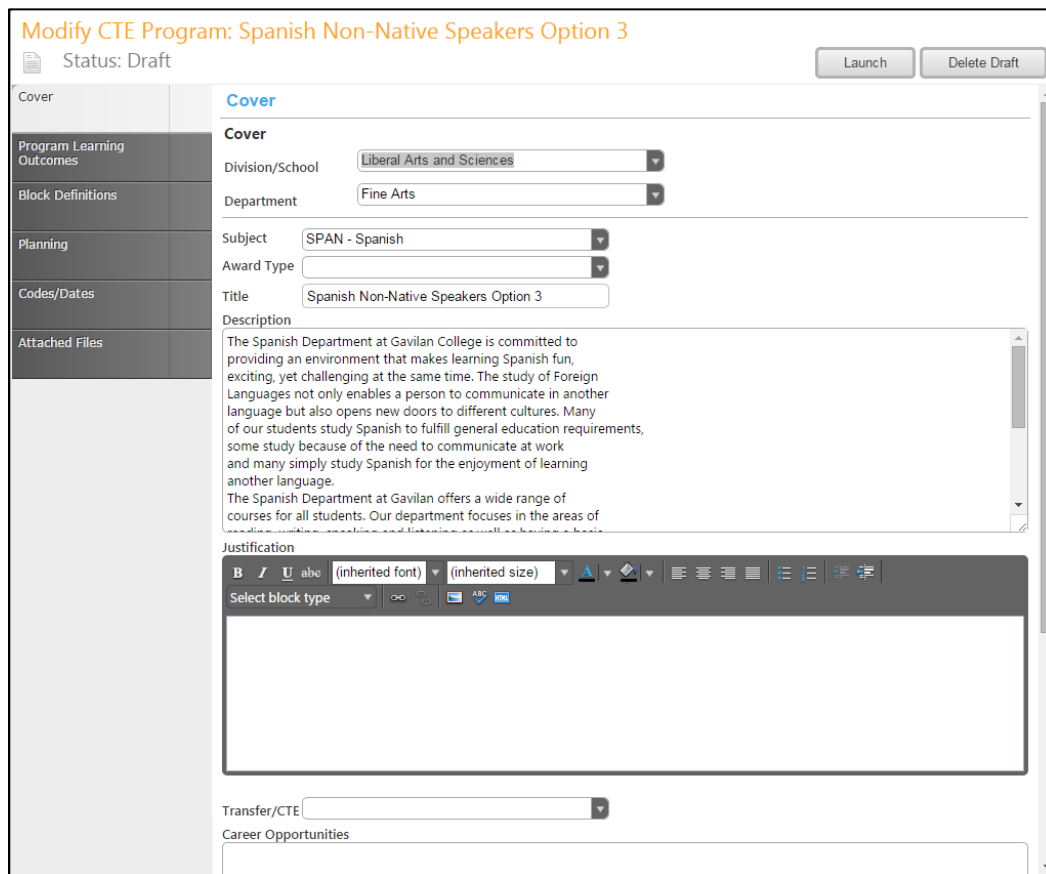
You've chosen to create a Modify Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program: Spanish Non-Native Speakers Option 3

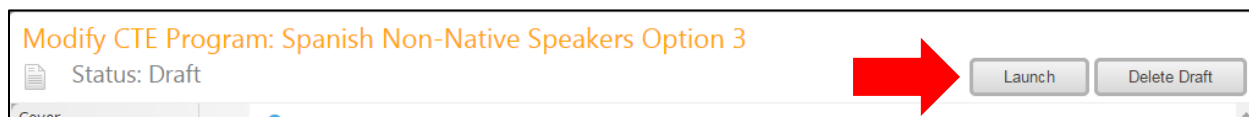
If this is correct press Create Proposal to submit the new proposal to the Modify CTE Program approval process.

Create Proposal

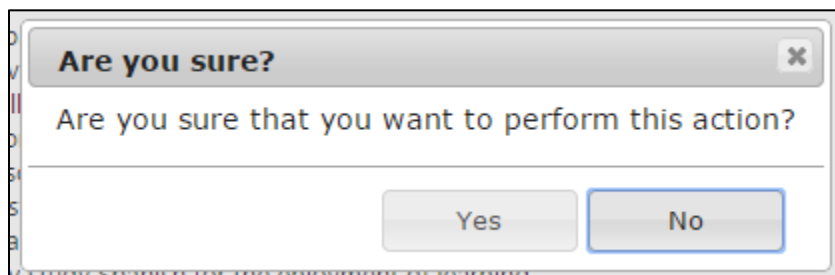
Move between sections of the program using the dark gray tabs on the left, making changes as necessary. (For details on the program sections, see the “New Program Proposal” section of this guide.) At any point, you may view reports by clicking the page icon under the program title. For details on the reports, see the “New Program Proposal” section of this guide.



When all changes have been made, from any page in the proposal, click “Launch” to move the proposal into the approval process. You may also select “Delete Draft” and your changes will be discarded.

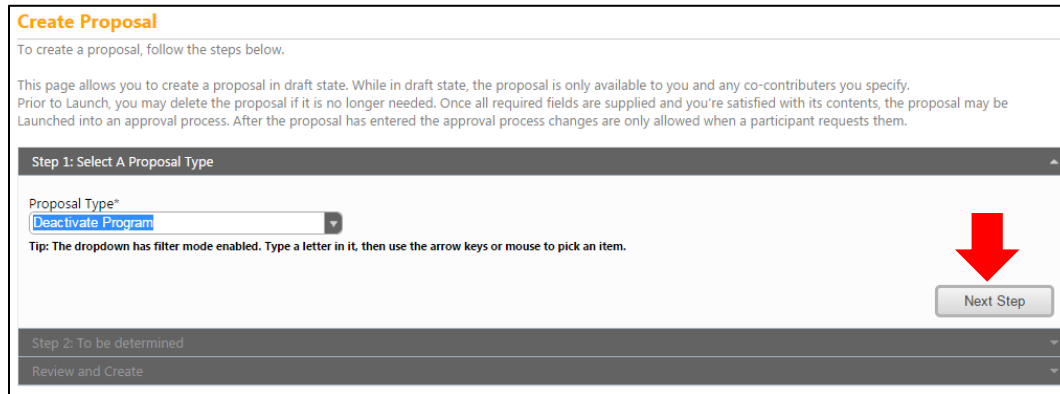


You will be asked to confirm your choice, as both actions are permanent and nonreversible.



Deactivate Program Proposal

In Step 1 of the Create Proposal process, select “Deactivate Program” from the Proposal Type dropdown menu, 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*

Deactivate Program

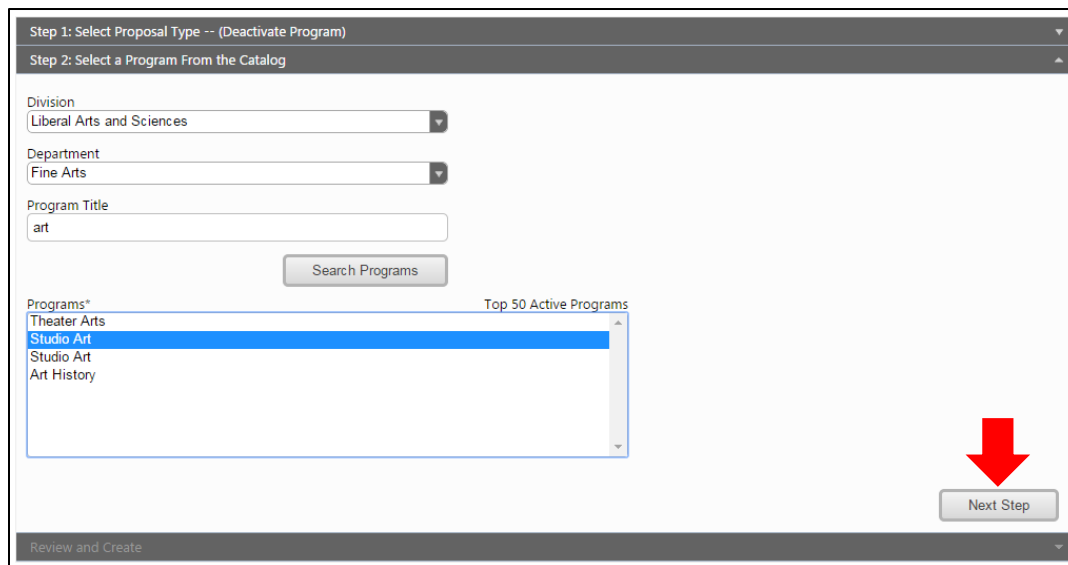
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

In Step 2, use the drop down menus to select the Division and Department, and enter any keywords into the “Program Title” field, then click “Search Programs”. Select the program you want to deactivate, then click “Next Step”.



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

Step 2: Select a Program From the Catalog

Division

Liberal Arts and Sciences

Department

Fine Arts

Program Title

art

Search Programs

Programs*

Theater Arts

Studio Art

Studio Art

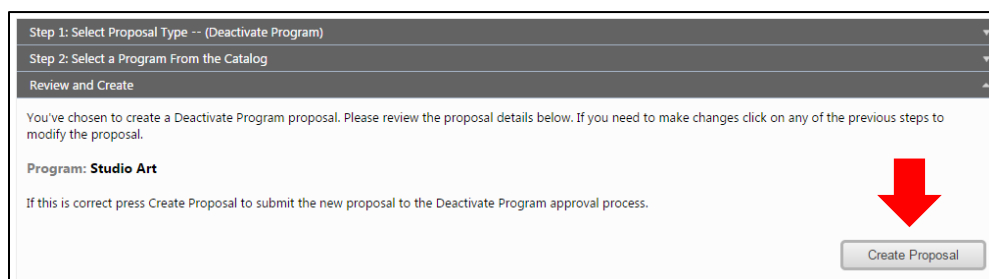
Art History

Top 50 Active Programs

Next Step

Review and Create

Review the proposal information. If it is correct, click “Create Proposal”. If it is incorrect, click on any step to make changes.



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

Step 2: Select a Program From the Catalog

Review and Create

You've chosen to create a Deactivate 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.

Program: **Studio Art**

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

Create Proposal

Review the program, and confirm that you want to delete this program. You can view reports by clicking on the page icon under the program title, or move between section tabs. When you are sure you want to delete this program, click “Launch” to move the Program Deletion Proposal into the approval process. If you decide to not delete the program, click “Delete Draft” to remove the proposal from the process.

Deactivate Program: Studio Art

Status: Draft

Cover

Program Learning Outcomes

Block Definitions

Planning

Codes/Dates

Attached Files

Cover

Division/School

Liberal Arts and Sciences

Department

Fine Arts

Subject

ART - Art

Award Type

Title

Studio Art

Description

The Studio Art Program provides students with a strong studio experience that integrates conceptual and technical artistic skills with personal and creative exploration.

We offer exceptional studio art courses in the foundation areas of drawing, painting, design, sculpture and art history. Our additional areas of expertise are in Ceramics, Art Education, Gallery Technology, Murals and Community Art, and Photography.

Upon completing the program, students will be prepared to continue a personal, creative journey or transfer to a four-year institution for further study. Transfer students are urged to consult a counselor and Art faculty to learn more about admission requirements to four-year institutions.

Justification

B I U abc (inherited font) (inherited size)

Select block type

Transfer/CTE

Career Opportunities

Launch

Delete Draft

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

Are you sure?

Are you sure that you want to perform this action?

Yes

No

Page 78

Deactivate CTE Program Proposal

In Step 1 of the Create Proposal process, select “Deactivate CTE Program” from the Proposal Type dropdown menu, 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*

Deactivate CTE 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, use the drop down menus to select the Division and Department, and enter any keywords into the “Program Title” field, then click “Search Programs”. Select the program you want to deactivate, and then click “Next Step”.

Step 1: Select Proposal Type -- (Deactivate CTE Program)

Step 2: Select a Program From the Catalog

Division

Liberal Arts and Sciences

Department

Social Sciences

Program Title

social

Search Programs

Programs*

Social Science with Emphasis in Community Studies

Top 50 Active Programs

Next Step

Review and Create

Review the proposal information. If it is correct, click “Create Proposal”. If it is incorrect, click on any step to make changes.

Step 1: Select Proposal Type -- (Deactivate CTE Program)

Step 2: Select a Program From the Catalog

Review and Create

You've chosen to create a Deactivate 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.

Program: **Social Science with Emphasis in Community Studies**

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

Create Proposal

Review the program, and confirm that you want to delete this program. You can view reports by clicking on the page icon under the program title, or move between section tabs. When you are sure you want to delete this program, click “Launch” to move the Program Deletion Proposal into the approval process. If you decide to not delete the program, click “Delete Draft” to remove the proposal from the process.

Deactivate CTE Program: Social Science with Emphasis in Community Studies

Status: Draft

Launch

Delete Draft

Cover

Program Learning Outcomes

Block Definitions

Planning

Codes/Dates

Attached Files

Cover

Cover

Division/School

Liberal Arts and Sciences

Department

Social Sciences

Subject

Award Type

A.A. Degree

Title

Social Science with Emphasis in Community Stuc

Description

Majors in Social Science with Emphasis in Community Studies gain durable tools to enrich and empower their communities by promoting social justice. Taking courses in anthropology, cultural geography, economics, history, political science, psychology, and sociology, students become competent to analyze, contextualize, and change local communities. They create linkages between national and global issues, movements, and ideas as they relate to local communities, and prepare both for a variety of careers and for all-important responsibilities as participants in a democracy. Students completing this A.A. degree will be able to transfer to four-year colleges or enter the professional world in fields including public service, law, politics, community organizing, advocacy, media, teaching, social work, psychology, anthropology, history, urban planning and economics.

Justification

B

I

U

abc

(inherited font)

(inherited size)

Select block type

Transfer/CTE

Career Opportunities

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

Are you sure?

Are you sure that you want to perform this action?

Yes

No

Page 80

Approvals

To view pending approvals, click the “Approvals” button at the top of any 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.

The screenshot shows the top navigation bar of the Gavilan CurricUNET system. The user is logged in as admin@gavilan.edu. The main navigation area includes buttons for 'Curriculum' and 'Approvals'. The 'Approvals' button is highlighted with an orange box containing a number. Below the navigation bar, there is a section for 'Programs' with radio buttons for 'My Programs' and 'My Institution', and several dropdown menus for filtering proposals.

To view a pending approval, click on the proposal.

The screenshot shows the 'Approvals' page in the Gavilan CurricUNET system. The page has a header with the 'Approvals' title and radio buttons for 'My Approvals' and 'All Approvals'. Below the header, there are several dropdown menus for filtering proposals by 'Proposal Type', 'Position', 'Subject', and 'Organizations'. A search bar with a 'Search' button is also present. The main content area is a table with columns for 'Proposal Type', 'Organization', 'Subject', 'Title', 'Position', 'Pending Changes', and 'Reports'. The table is currently empty, and a 'last refresh' timestamp is displayed below the search bar.

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

Course Modification 1: AHT2050 - Clinical Procedures (3-3-0 hrs)

[View Course Proposal](#) [Course Outline](#) [Comparison](#) [Impact](#) [All Fields](#)

Take action as an administrator

Select One

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

History **Status**

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Coordinator	Required	Becky Taylor	Pending	
01/09/2015 10:12 AM	Originator	Required	Joanne Letourneau	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

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, and 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.

Be sure that you see a message pop up on your screen confirming that you pressed the “Commit”. If you do not, the action will not save.