Governet

Gavilan CurricUNET User Manual

Building the Worldwide Curriculum Network

Table of Contents

Log In

Website: gavilan.curricunet.com

Email: yourname@gavilan.edu

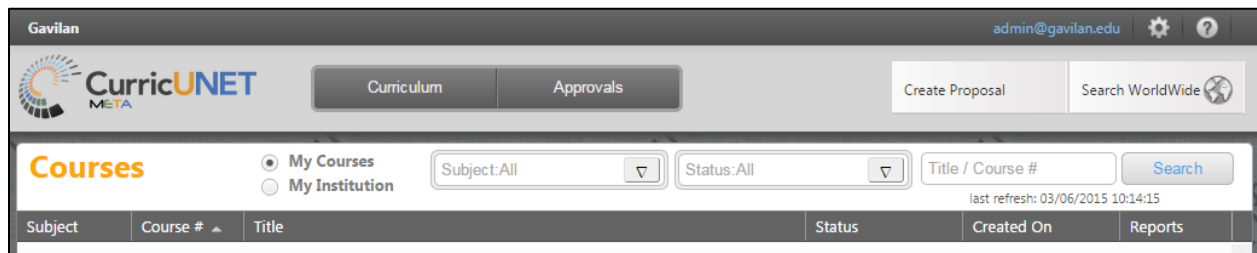Password: your password (will be ChangeMe44 until you change it)

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

Viewing Courses & Programs

Courses

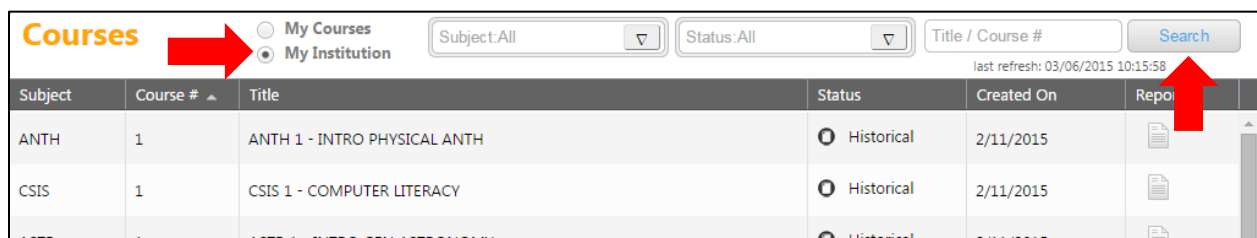After logging in, you will arrive at the "Courses" page. The default is "My Courses", courses you have ownership over.
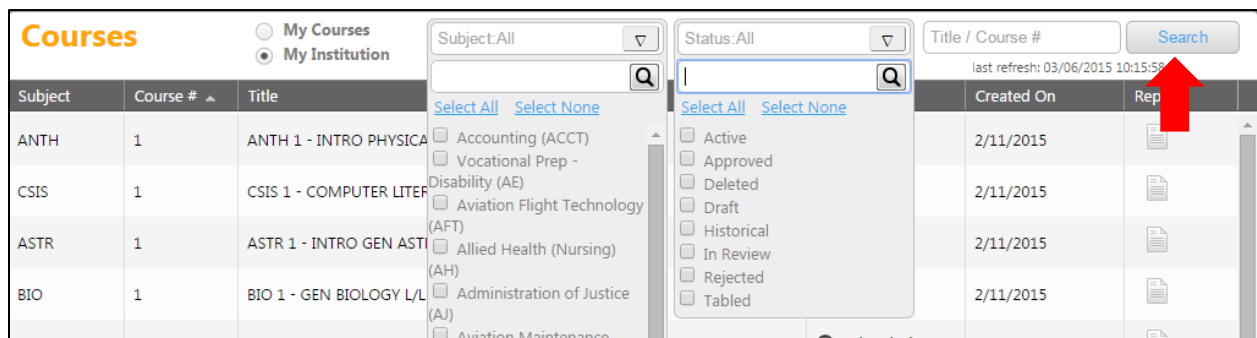
To view all courses at Gavilan, select "My Institution" and 'Search".

To search within courses, either on the "My Courses" or "My Institution" pages, use the dropdown menus to select the course Subject(s) and Status(es). You may also enter the course number or title keywords in the search bar. After you make your selections, click "Search". You will need to manually close the dropdown menus once your search is complete.

You can also sort courses by clicking on the column headings. For each course, you can view reports, by clicking on the page icon in the "Reports" column.

A dropdown menu will open, allowing you to select from "Course Outline", "Impact", and "All Fields" reports. Each report will open in a new tab within your internet browser.

The "Course Outline" report produces a course outline.

Course Outline
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:

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.

Proposal Impact Report

ACCT 103 - GENERAL OFFICE ACCOUNTING
New Credit Course
Gavilan

Course Requisites

This course is a requisite for the following course(s):

1. **Pre-requisite:** ACCT 111 - INTRO INCOME TAX *Active*
2. **Advisory:** ACCT 120 - COMPUTERIZED ACCTNG *Active*

Programs

This course is incorporated into the following program(s):

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.

Gavilan - All Fields Course Report

Cover

Main

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

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.

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

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

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.

Programs

To view programs, select the "Curriculum" button at the top of the page, then select "Program" from the dropdown menu.
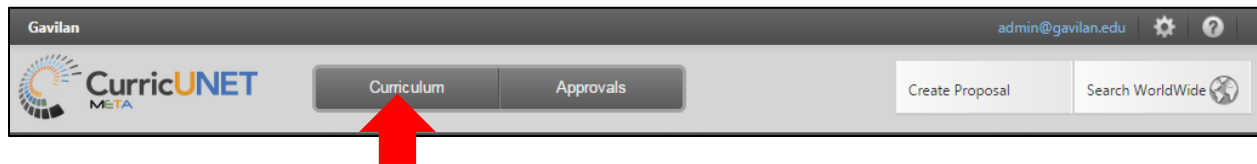
You will arrive at the "My Programs" page, where you can view any programs you have ownership of. To view all programs, select "My Institution" and "Search".
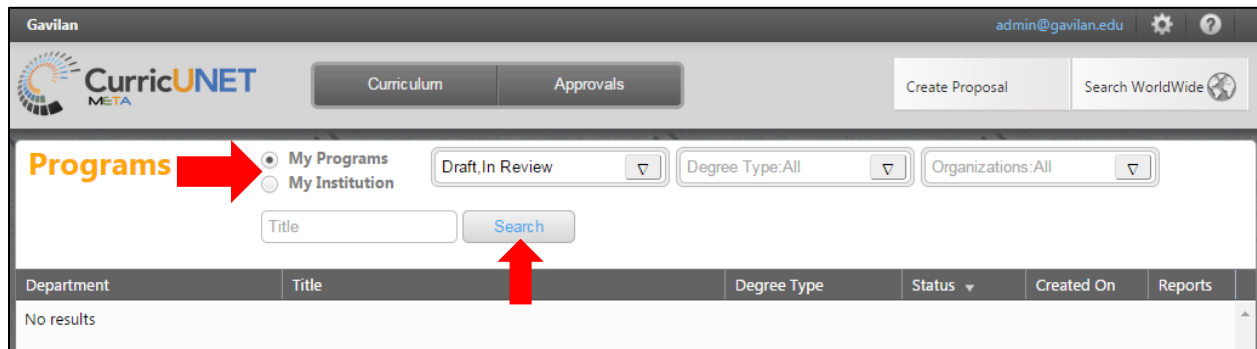
To search within programs, use the drop down menus to select the category(s) you would like to view. You will have to scroll down to view all organizations.
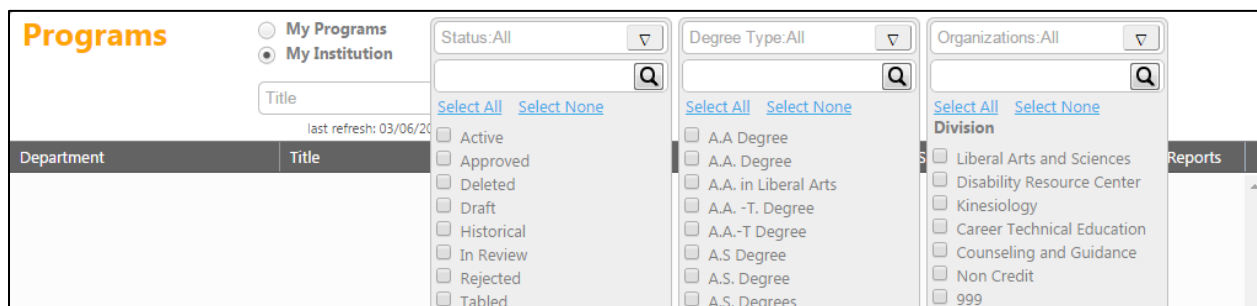
Manually close the dropdown menus by clicking the down arrow, enter any additional title keywords into the "Title" field, and click "Search". To view a program, click on the program title.
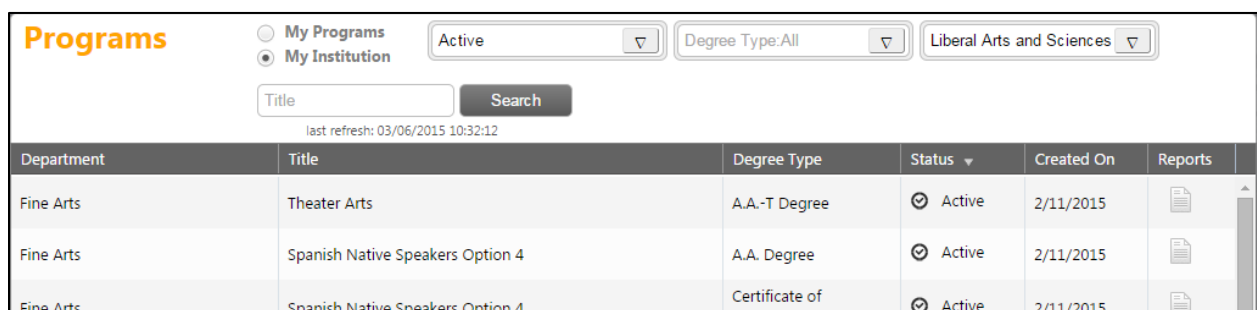
When viewing a program, you will begin at the approval history page. From here, you can "View Program Proposal" or the reports "Program Summary" or "All Fields". (You can also view these reports by clicking the page icon in the reports column of the previous page.)

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.

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.

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.

Proposals

To create a new proposal, click the "Create Proposal" button at the top of the page. You can do this from any other page on the site.
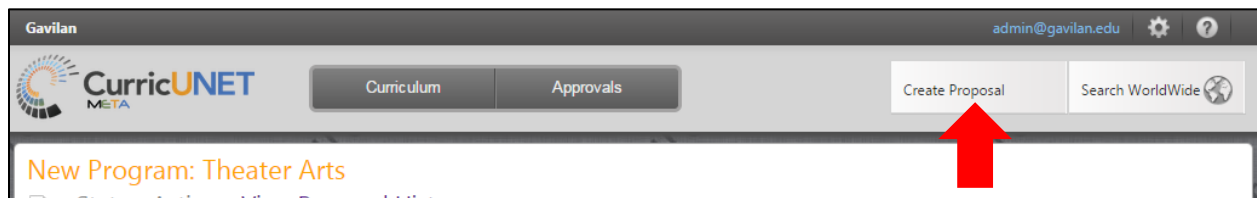
In Step 1, you will select the proposal type.

New Course Proposal

Select "New Course" from the Proposal Type dropdown menu in Step 1, then click on "Next Step".

In Step 2, select the course subject from the dropdown menu, then enter the course number, title, and description, and enter "Next Step". Mandatory fields are marked with an *.

In Step 3, review the information you entered. If it is incorrect, click on any previous step to correct that information. If it is correct, click "Create Proposal".

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 3/4, which will turn green 4/4 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.

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.

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, the 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.

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.

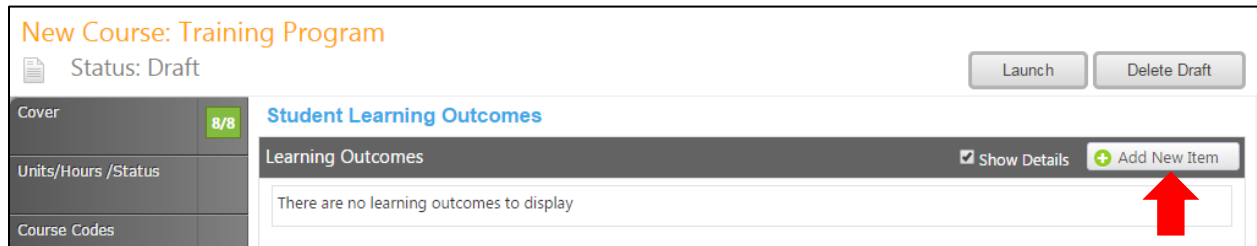Save this information and continue to the Student Learning Outcomes tab.

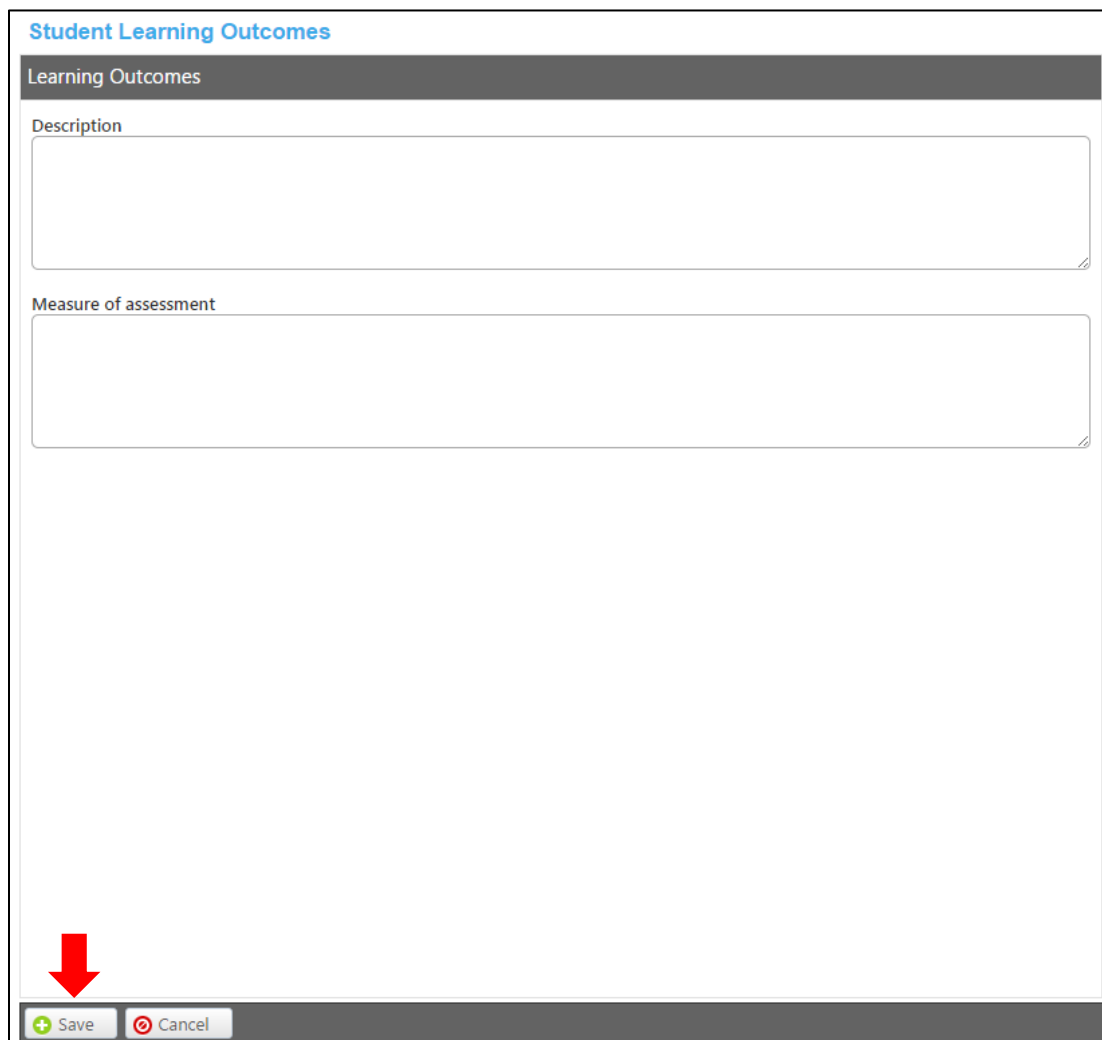## Student Learning Outcomes

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

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

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.

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
Units/Hours /Status	
Course Codes	
Student Learning Outcomes	
Methods of Instruction	
Methods of Evaluation	

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

Methods Of Instruction

Instruction Text

Methods of Evaluation

To add an Evaluation Method, click "Add New Item".

Use the dropdown menu to select the Evaluation Method.

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".

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.

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.

Out of Class Assignments

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

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

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.

Textbooks

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

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

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	

☐ Required

Other

[text area]

✔ Insert   ⊘ 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   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	

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
✎ Edit	true	Scholarly Books	Prestigious Publisher	New York	Very Important Person	1234567891	2015	13

➕ Add new record

⟳ |◀ ◀ ▶ ▶| Displaying items 1 - 1 of 1

Text Other

	Required	Other	
No records to display.			

➕ Add new record

⟳ |◀ ◀ ▶ ▶| 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

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	
Resources	
Requisites	
Distance Education	
Cultural Diversity	
Attached Files	
Codes/Dates	
General Education	

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

Resources

Staffing

Staffing Costs: $

Facility Usage

Facility Usage Costs: $

Supplies and equipment (include cost estimates)

Supplies/Equipment Costs: $

Tutoring Center resources, if applicable

Tutoring Center Costs: $

Cultural Diversity	
Attached Files	
Codes/Dates	
General Education	

Tutoring Center Costs: $

Library

Library Costs: $
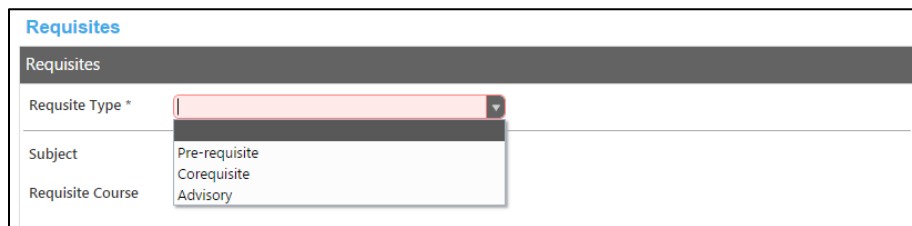
Requisites

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

Use the dropdown menu to select the Requisite Type.

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.

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.

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.

Describe the Distance Education Contact by clicking "Add new record".

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.

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.

Attached Files

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

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   Launch   Delete Draft
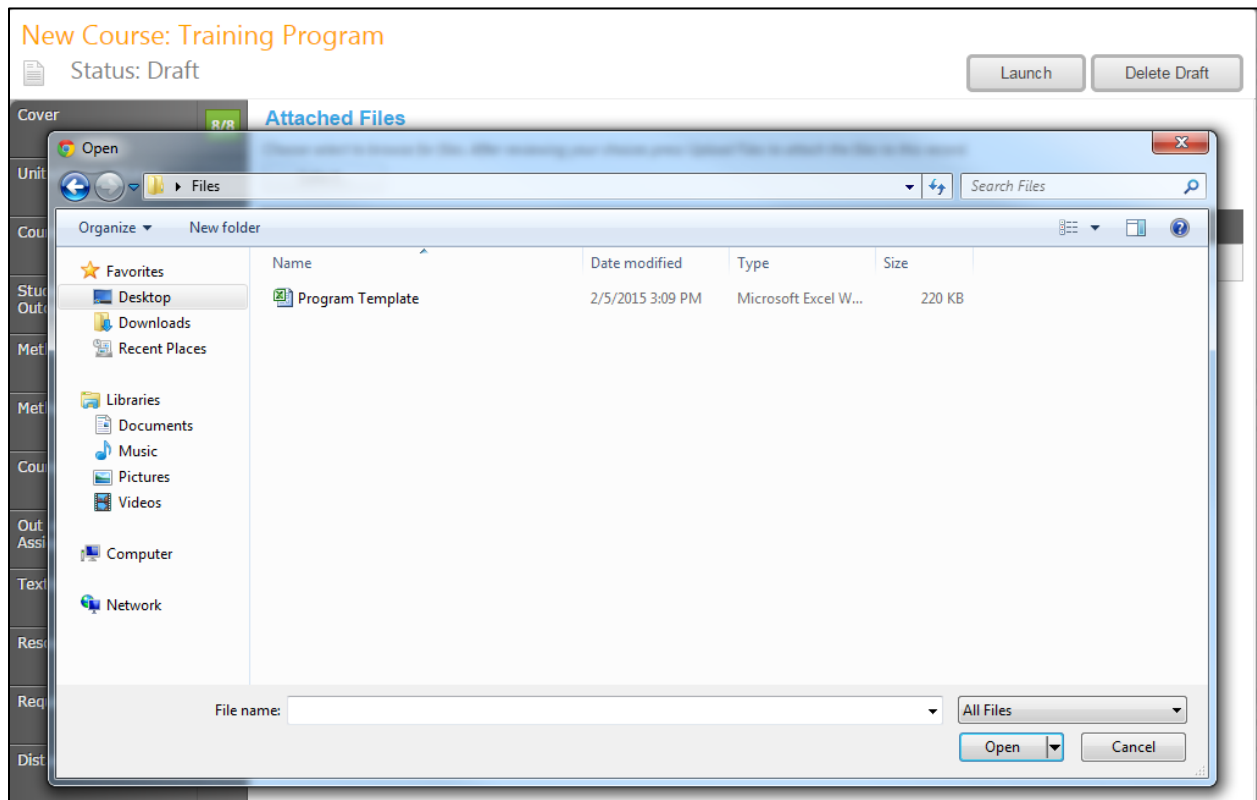
Cover	8/8	**Attached Files**
Units/Hours /Status		*Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.* Select...
Course Codes		**Attachments**
Student Learning Outcomes		Program Template.xlsx View File ❌

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.

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

General Education

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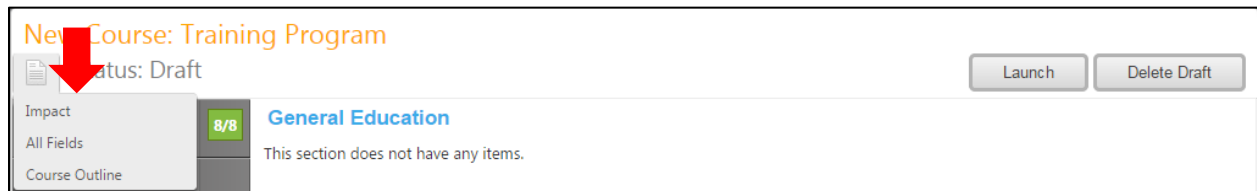

The General Education section is the last section of the proposal.

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

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:

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.

Proposal Impact Report

ACCT 103 - GENERAL OFFICE ACCOUNTING
New Credit Course
Gavilan

Course Requisites

This course is a requisite for the following course(s):

1. **Pre-requisite:** ACCT 111 - INTRO INCOME TAX *Active*
2. **Advisory:** ACCT 120 - COMPUTERIZED ACCTNG *Active*

Programs

This course is incorporated into the following program(s):

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.

Gavilan - All Fields Course Report

Cover

Main

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

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.

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.
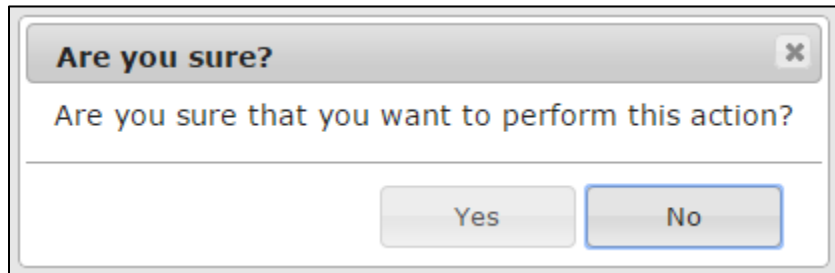
New DE Course

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".

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 *.

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".

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. When the required fields are complete and saved, the box will turn green. For details about the proposal sections, see the "New Course Proposal" section of this guide.
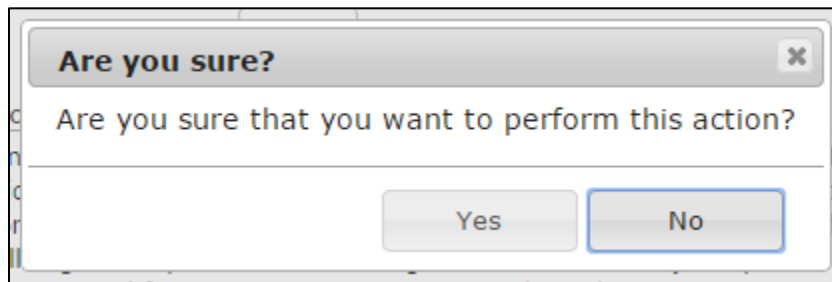
After completing the proposal sections, you may wish to review the proposal before moving it into the approval process. You may do so by moving back through the proposal tabs or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

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".

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".

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".

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

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.

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.

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

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".

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".

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".

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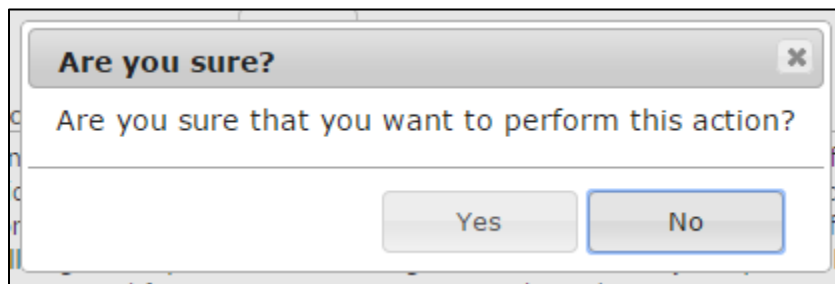
After completing the proposal sections, you may wish to review the proposal before moving it into the approval process. You may do so by moving back through the proposal tabs or by viewing reports. To view reports, from any page within the proposal, click the page icon under the proposal title.

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.

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".

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".

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 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".

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".

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".

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.

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".

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".

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".

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.

Program Learning Outcomes

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

Enter the Outcome and Assessment in the textboxes and click "Save".

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.
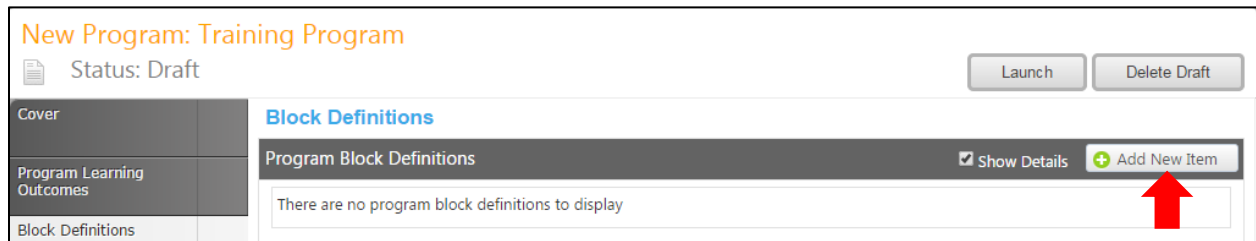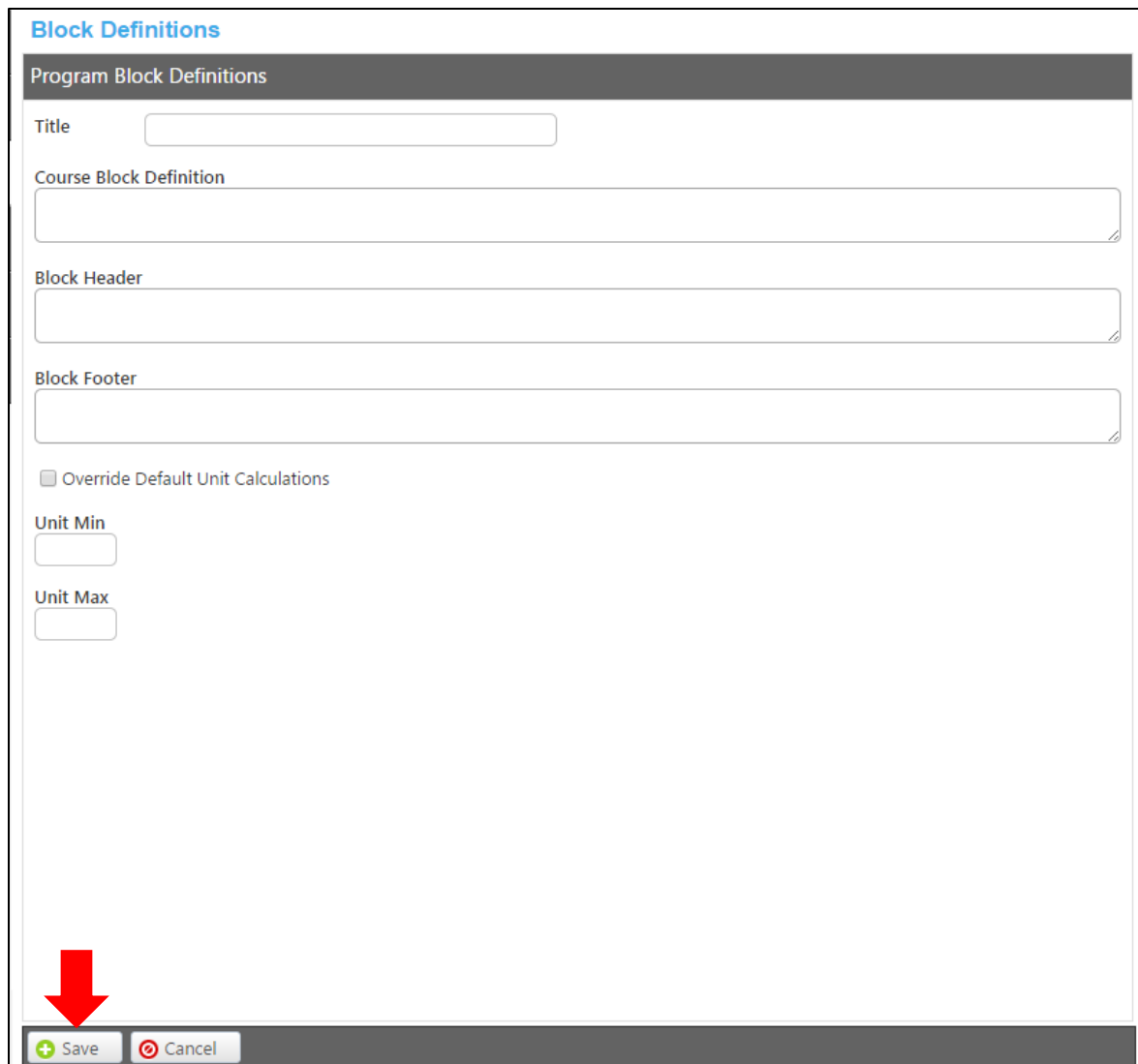
Block Definitions

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

Enter the Course Block Definition, Header, and Footer in the text boxes. CurricUNET will automatically calculate the number of units in each block. If you wish to override this, for example, if a student is to take 6-9 units from a list of 15 3-unit courses, select the "Override Default Unit Calculations" checkbox, and enter the Unit Min and Unit Max. The Unit Max must always be greater than or equal to the Unit Min. Click "Save".

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".

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

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.

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".

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.

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.

Attached Files

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

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.

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

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.

Select the report from the dropdown menu.

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

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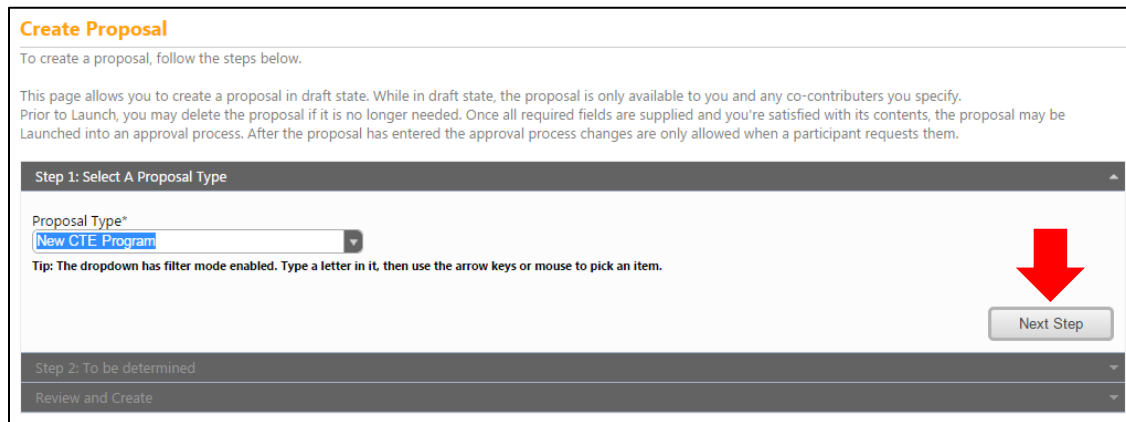
You will be asked to confirm your choice as both actions are permanent and nonreversible.
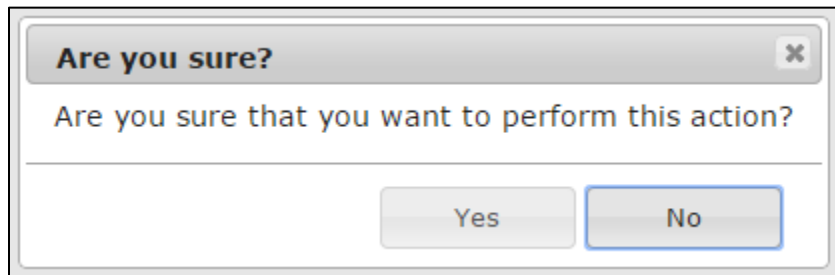
New CTE Program Proposal

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".

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".

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".

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.

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.

New CTE Program: Training
Status: Draft   Launch   Delete Draft
Cover   Cover

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

Are you sure?   ✖

Are you sure that you want to perform this action?

Yes   No

Modify Proposal

In Step 1 of the Create Proposal process, select "Modify Program", then click "Next Step".

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".

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".

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".

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".

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".

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".

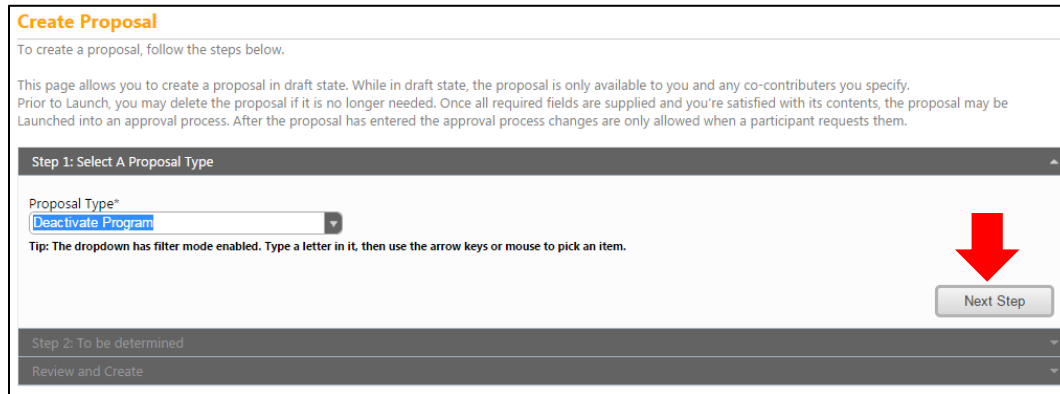In Step 2, use the drop down menus to select the Division and Department, and enter any keywords into the "Program Title" field, then click "Search Programs". Select the program you want to deactivate, then click "Next Step".

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

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.

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

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".

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".

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

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	**Cover**
Program Learning Outcomes	**Cover**
Block Definitions	Division/School Liberal Arts and Sciences
Planning	Department Social Sciences
Codes/Dates	Subject
Attached Files	Award Type A.A. Degree

Title   Social Science with Emphasis in Community Stud

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

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]

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.

To view a pending approval, click on the proposal.

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

Or this screen.

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.