BEGINNING THE PROCESS

College of the Canyons uses the CurricUNET online system to create and record curriculum. It is also where SLO assessments are stored. The website address is: http://www.curricunet.com/canyons/. The first screen is for public access of courses and programs and is typical for all institutions using the system. In order to gain access to the curriculum creation portion of the site, you must login using your CurricUNET login and password. If you do not have one, or have forgotten it, please contact the Curriculum and Articulation Coordinator, Patrick Backes.

As you begin using the system, there are a number of resources available. Training workshops are offered during FLEX. Individual help from the chair or division representative is also eligible for FLEX credit. The site itself has a number of hints in the “help” section, as well as a user guide. Finally, this handbook provides tips for using the site.

ORGANIZATION OF THE SITE

The left hand side of the site has menu options. It is divided into nine different sections with subsections. Navigation is easiest using the back arrow or clicking on the menu. There are certain universal conventions throughout the system:

- **Save** = information is saved. Save regularly
- **Finish** = section is completed. This locks the information recorded and puts a “X” in that section of the menu
- **Unlock** = unlock a section so that it can be revised. The “X” is removed from the menu section
- **“Pencil” icon** = click to edit the course
- **“Scissor” icon** = delete proposal
- **“WR”** = a Word version of the course outline. This not an editable version of the course
- **Red** indicates an active course or program
- **Blue** indicates an archived or “historical” course or program
- **Black** indicates a new proposal for a course or program

PREFERENCES:

Like many sites, CurricUNET provides a place to create a personal profile. This is where you will create and record your personal password. Only your name, email, username, and password fields need to be filled out. Notifications are ongoing and do not need adjustment.

SEARCH:

In this section users can search for courses, programs, and outcome assessments. Clicking on the category you want to search brings you to a screen with buttons and a drop down menu. Choose your categories to narrow
your search. There is also a free text box or boxes. Mistakes typing create problems, so often it is easiest to skip that step and choose the correct item from the more general list generated by CurricUNET.

BUILD:

This section is the one most frequented by faculty, because it is where courses and programs are created or modified. Help is available within each section.

Create a course:
Clicking on “create a course” brings you to a screen to begin creating a course. Use the drop down menus and free text to complete it. Click on “OK,” and you will have access to all parts of the course outline or record to complete. This screen also allows you to record a co-contributor to work on the course. As the primary author you can give your co-contributor access to all areas of the course or only certain areas. Be sure to save your work as you move through the sections. When you are certain a section is complete, click on “finish.” An “X” will appear on that section on the menu helping you to remember which sections are completed. Some sections do not become active unless they are needed to complete the outline. For example the distance learning addendum is not activated unless “distance education” is chosen in the methods of instruction. Many of the menu sections have explanations stored in the “help” option. You can return to the course whenever you want by clicking on “Modify a course” under the BUILD menu. This brings you to a screen where the proposals, have not yet been submitted can be accessed for editing. Click on the “pencil” or edit icon to resume work on the proposal. When the outline is completed, click on the “Submit” button on the left hand side of the screen. If you do not see a “Submit” button, make sure that the cover screen under the course checklist is “finished” and checked off. This will send the proposal to the department chair for review. You can track the proposal’s progress through the audit trail via the “My Proposals” link under the “Track” section.

Revising a course:
Revising a course follows the same pattern as creating a course, except that not all the menu sections need to be completed. One difference is that you must choose the course to modify. The process for doing this is:
  • Click on “modify a course” under the main BUILD menu
  • On the next screen click on “course modification”
  • This brings you to a course search screen. Choose “active” courses, and use the drop down menu to choose the discipline (department) for the course. You can also fill in the other information if you’re sure of it. Click “OK.”
  • The next screen is a list of your search results. Each course listed has command icons next to it. The legend on the right explains them. You want to click on the icon that looks like two pieces of paper on top of each other (course copy icon). This copies the course for you so that you have a version to revise.
  • Once you click on the copy icon, you are directed to the “Course review proposal.” If the correct course is listed, click “OK.” This starts the revision
process by providing you with access to the COR via the menu on the right hand side of the screen.

- You can return to edit your course, multiple times via the “Modify course” area on the main page. Once you have submitted your proposal you no longer have editing access to it unless it is sent back to you from an approver requesting changes.

**Archive course:**
This is the process of deleting a course. Click on “archive course” under the main BUILD menu. You will be taken to a course search screen where you can search for the course you would like to archive. The next screen will display your search results, next click on the course copy icon (similar to revising a course) next to the course you want to archive. This copies the course, so that it can be sent through the audit trail. You will be asked to explain the rationale for deleting the course via a text box. Click “OK” to finish the rationale. Then click on the “submit” button on the left side of the screen to start the audit process.

**Create a program:**
This is the process of creating a new program. Click on “create a program” in the BUILD menu. This brings you to a screen where you designate the department, title, and type of program. Clicking “save” takes you to a screen with a menu on the right of the required elements to create a new program similar to those for courses. The unique part of this process is adding the courses and defining whether which are required or recommended.

- Courses are added to the program outline by clicking on “Course Blocks Definitions” under the Degree/Certificate Checklist.
- Insert a title for the course block (e.g. “Program Requirements, Recommended Electives,” etc.) in the Course Block Definition text box at the top of the screen.
- If all of the courses in a particular block are required you can leave the “Default” radio button selected and the system will automatically add in all of the units listed in the block in the total units required.
- If you have a block of courses where students are only required to take a certain amount of units from multiple courses, select the radio button on the “Units (Specify Unit Range),” and then type in the units required below. For example, if a student needs to take a minimum of 6 units from a block of courses, type in “6 to 6” in the spaces under “Unit Range Courses”
- Next click the “Add” button toward the bottom of the screen and the course block will be brought down toward the bottom of the screen. To add courses into the block you just created, click on the “Courses” button next to the newly created block.
- On the next screen select the discipline you would like to add courses from in the drop down at the top of the screen. A new box with all the courses (active and proposals) will appear where you can select the course you would like to add into that block. The “Condition” pull down menu is used if you need to include an “and” or an “or” between the courses you are listing.
- After you have selected the correct course, and condition as needed, click the “Add” button. The course will be populated at the bottom of the screen. Repeat
this process for all of the courses that you would like to add to this block. When you are finished with the block, click on the “Done” button.

- If you have additional course blocks you need to add, repeat the same process above.

You can return to work on the program proposal by clicking on “Modify a program” under the BUILD menu.” This gives you a list of programs to edit. All of the screens under the Degree/Certificate Checklist must be “finished” and checked off for the Submit button to appear. When you are done, submit the program. Once you have submitted your program proposal you no longer have editing access to it unless it is sent back to you from an approver requesting changes.

Modify a program:
The process is similar to modifying a course. When you click on “modify a program” on the main page you are directed to a screen where you can choose and copy the program. Once you verify that it is the correct program by clicking “OK” on the “Program review proposal” screen, you will have access to editing the program

Archive a program:
Archiving a program is similar to archiving a course.

Making requested changes to proposals:
If a proposal is returned to you from one of the auditors requesting changes, you will be notified through an email from system@governet.net. The requested changes will be included in the email message. To access a proposal that has been sent back to you, follow the steps below:

- Click on “Modify a Course” under the BUILD menu and a list of your proposals will appear.
- Click on the pencil icon next to the course that was sent back to you requesting changes and you will be taken back to the edit screens where you can make the requested changes.
- After you have made the requested changes and saved/finished them, click on “CurricUNET Home”
- To re-submit the proposal to the auditor who requested the changes, click on link titled "My Approvals" under TRACK on the left side of the page.
- Select “Course Author” from the drop down box. Click "Next".
- A list of approvals waiting for you will be displayed.
- Click on the "Action" button next to the proposal (course or program) you want to submit.
• Enter any comments related to the approval (remember everyone can view your comments).
• Select the action you wish from the pull down menu at the bottom of the screen and click save. The proposal will be submitted directly back to the auditor who requested the changes.

TRACK:

This section is used to track the progress of proposals and approvals for those on the audit trail.

*My proposals:* Clicking on “My Proposals” on the main page, directs you to a list of proposals you have submitted for review. There is a button to remove the proposal from consideration. There is also called “check status” that allows you to track the progress of the proposal through the audit trail. If you click on it, you will see notes from auditors and the current stage in the audit trail. The audit process takes around two weeks during the school year. You may contact your division
representative if your proposal is at one stage for more than two weeks; however, summer should be considered an off period for auditors.

**Approving proposals (stage approvers only):**
If you are an auditor (Department Chair, SLO Reviewer, Division Dean, Articulation Officer, Specialist Reviewer) and you have a proposal needing your review, you will be notified through an email from system@governet.net. To access a proposal needing your review, follow the steps below:

1. Click on link titled "My Approvals" under TRACK on the left side of the page.
2. Select appropriate role from the drop down box. Click "Next".
3. A list of approvals waiting for you will be displayed.
4. To view the course outline proposal, click on the “WR” icon to the left of the proposal title and the course outline will open up in a new window.
5. After you have reviewed the course outline, close out that window and then click on the "Action" Button next to the proposal you reviewed.
6. Enter any comments related to the approval (remember everyone can view your comments).
7. Select action you wish to take, “Approve” sends the proposal forward to the next approver and “Changes Requested” will send the proposal back to the course author. Click save.
8. The "My approvals" page will be displayed, with any additional approvals needing review.

**All proposals:**
This section contains all the pending proposals in the system. They can be sorted via the drop down menu at the top. However, it is not possible to sort by the stage on the audit trail.

**REPORTS/INTERFACES:**
This feature is not functioning as of Fall 2013. When it is activated, faculty will be able to check on the last revision of their course(s) using the “5 year revision cycle.” This Excel spreadsheet lists the last revision dates for all active courses.

**RESOURCES:**
This area provides links to resources, which can help you develop curriculum.

**LINKS:**
This section of CurricUNET provides links to groups and information related to curriculum development.

- **ASSIST:** allows faculty and students find information regarding transfer and majors at the UC and CSU systems.
• **COC Academic Senate:** Link to the Academic Senate website, which provides a wealth of information about policies, committees, and faculty activities.

• **Curriculum Committee:** This links the user to the committee site on the intranet. Agendas, meeting summaries, and suggestions for creating curriculum are available there.

• **Labor Statistics:** This is a link to the California Employment Development Department and can help CTE programs document the need for the program.

• **State Chancellor’s Office:** Link to the California Community Colleges Chancellor’s Office.

• **State Chancellor’s Office Curriculum Inventory:** Resource containing all approved courses and programs.

HELP:

Links to a CurricUNET user guide and training videos.

CURRICUSEARCH:

This link allows you to search for courses at any school using CurricUNET. It is an easy way to examine similar courses. Experience shows that starting with the advanced searches is most productive. You must be logged in to access CurricUSEARCH. You can either log into the College of the Canyons CurricUNET site first and then click on the CurricUSEARCH link, or go straight to the CurricUSEARCH website and select “College of the Canyons” from the entity pull down menu and then enter in the same username and password you use to log into the College of the Canyons CurricUNET site.