ECC CurricUNET Guide

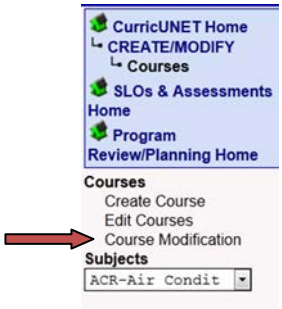
How to Submit a Course for Review (9.9.17)

http://www.curricunet.com/elcamino/

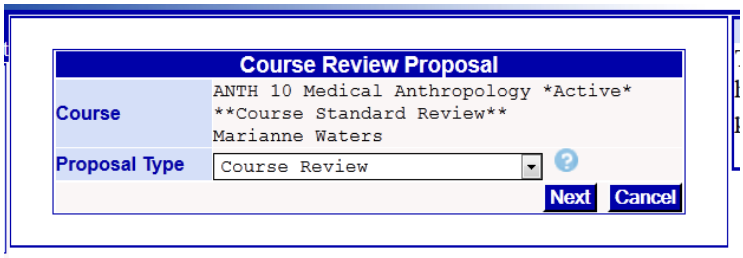
Log on using your login name and password. If you do not know your login name, try your El Camino login name and "changeme" as your password. You can then change your password using the "personal information" link. If you're still having trouble, please contact Janet Young jyoung@elcamino.edu for assistance.

Starting Course Review:

1. To start a course review, find "CREATE / MODIFY" and then click on "courses."
2. Then click on "course modification." (Note: "create course" is to create a new course; "edit course" is for course reviews that have already been started and which you are the originator or co-contributor for.)



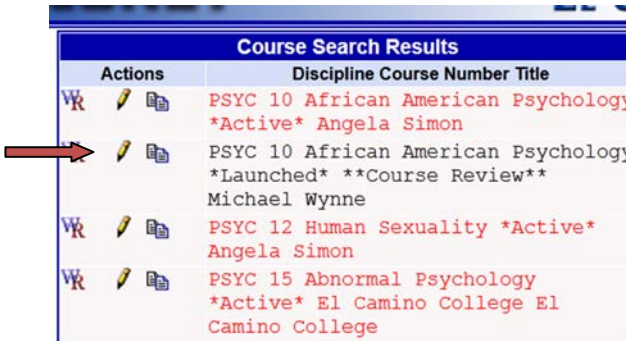
3. Use the drop-down menu to find your program and course you wish to review.
4. Click "OK"
5. A list of courses that fit your search criteria will appear—the active courses are in RED; the historical (inactive) courses are in BLUE; if a course is undergoing a review, there will be a copy in BLACK.
6. For the course you wish to review, look for the red copy; then click the "copy" icon to make a copy of the course; this is the copy that you will work with for your course review. If a black copy already exists, do not copy it again.
7. In the next window, choose the "proposal type." Click on "course review."



8. In the next window, fill in the rationale for the course review. In most cases, it will be for Title 5 compliance with the 6-year review cycle. But there could be other reasons such as findings from SLO assessments, program review results, etc. Just type a sentence or two explaining why you are doing course review.
9. Now you're ready to work on your course review! To come back to a course review that you've already started, click on the "course" link under "CREATE/MODIFY."

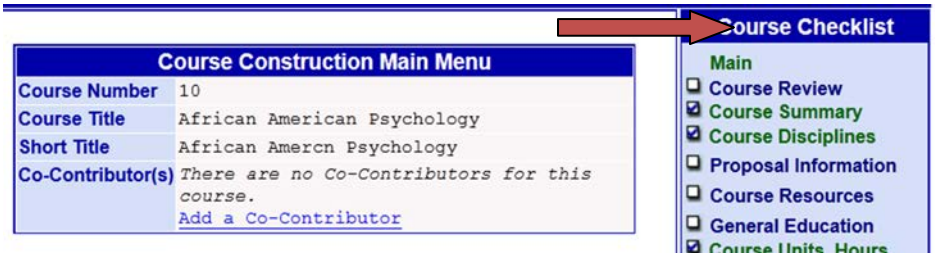
Filling Out the Online Form

1. Find the copy of the course you just created, and click the "pencil" icon . This will take you to the online form.



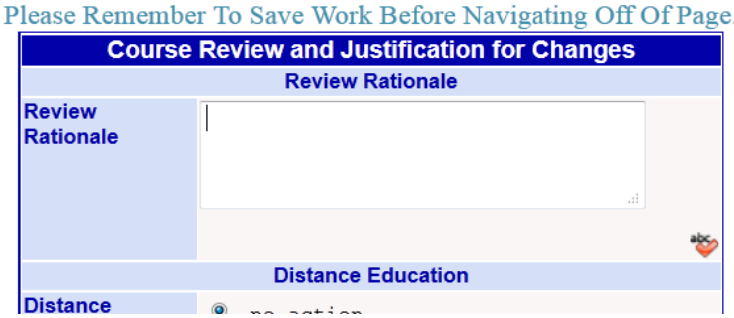
2. To navigate through the form, use the "Course Checklist" on the right side of the screen. Each time you finish one section, you'll need to use the checklist to manually navigate to the next section—the program will not automatically do this for you.

   Be sure to click "save" and "finish" on each page. The "save" button saves your work; the "finish" button locks the page so that it's ready for submission.

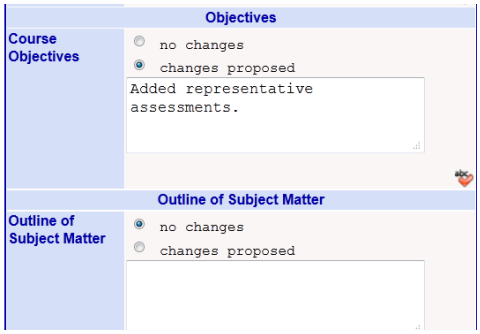


- *The Course Review Page:*

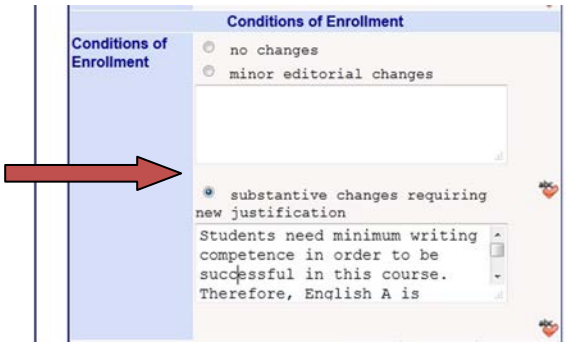
On the course review page, you need to document and justify any changes you're making to the course. If the page is locked (i.e., you can't make changes to it), just click on the "unlock" button at the bottom of the page. Start by filling in the "review rationale" textbox at the top of the page if you have not done so already. Are you reviewing the course in order to stay within the 6-year cycle for course review, or is there some other reason?



Then document your changes by clicking on the radio button next to the items you're changing. Use the textboxes to fill in additional information about the change.



Important!! If you change the prerequisite or recommended preparation, you must justify it on the course review page. In the "Conditions of Enrollment" section, click on "substantive changes requiring new justification" and enter your reason for the change in the textbox.



- *The Course Summary Page*:

This page contains the following information:

- The division, subject, and course number
- The descriptive title
- Any cross-listed course
- The catalog description
- The proposed start date (the semester any changes made would take effect)
- The credit status
- The transfer status

Once you've made any changes, click on the "save" and "finish" buttons. Be sure to document any changes on the course review page!

NOTE: YOU MUST CLICK FINISH ON THE COURSE REVIEW PAGE AND THE COURSE SUMMARY PAGE IN ORDER FOR THE "SUBMIT" BUTTON TO APPEAR!

- *The Course Disciplines Page*:

Select the discipline(s) that this course will be offered under. Most courses have only one discipline, but in the case of cross-listed courses, there may be more than one discipline (for example, the photojournalism course has "photography or journalism" as its course disciplines). If you have no changes, just use the "course checklist" to navigate to the next page (you probably won't have any changes).

- *The Proposal Information Page*:

This page is only used for new course proposals. If you're just reviewing an established course, there is no reason to fill out this page. If you're proposing a new course, this page must be filled out as thoroughly as possible. The information you give here will be used by the Board of Trustees, President, the Vice President of Academic Affairs, Dean, Curriculum Chair, Curriculum Advisor, College and Division Curriculum Committees to determine whether there is a need for this course. The information will also be used by the above entities to advocate for your course to others—giving the best, most thorough information here will only help your case and allow people to help advocate for your course. Please contact the Curriculum Advisor or Curriculum Chair for help in filling out this page.

- *The Course Resources Page*:

This page is also used for new course proposals. Again, it is necessary to give the most thorough information possible so that people may advocate for your course. It also helps to have done preliminary work through program review so that if the course needs resources, the college may plan in advance. Again please see the Curriculum Advisor or Curriculum Chair for help in filling out this page.

- *The General Education Page*:

On this page, information about the general education patterns that the course fits in to is provided. If you would like to propose a new pattern for your course, please contact the articulation officer. If you do want to change anything, please be sure to document and justify it on the course review page.
If you would like to make changes, you make a selection from one of the drop-down menus. Then click on the "save" button. A list of categories will appear with check-boxes next to them. Make a selection by clicking one of the checkboxes. Click "save" again to save the changes. After you're finished with the page, click on "finish" and navigate to the next page by using the "Course Checklist."

- *The Course Units, Hours, Offerings Page*

This page contains the following information:

- Whether the units are variable (from semester to semester)
- Number (or range) of course units
- Lecture hours per week
- Whether these hours are TBA or not (most are not)
- Lab hours per week
- Whether these hours are TBA
- Whether the lab hours are in an activity lab or not
- Maximum number of semesters the student can receive credit (1 unless the course is repeatable)
- Maximum course units (the same as course units unless the units are variable)
- The number of weeks the course is typically offered
- Whether the course is repeatable for credit
    - If the course is repeatable for credit, please indicate how many times it may be repeated, and add a justification (reason) for repeatability. Don't say "Title 5 allows repeatability for activity courses." Instead, give a more thorough justification based on the course content itself. Because of changes

in Title 5 in 2013, repeatability for courses has been limited. Please see your Curriculum Advisor and Curriculum Chair for questions you may have about repeatability.

- Grading Methods
- Whether credit by exam is possible
- Class size
- Number of sections
- Total enrollment per year
- Instructor load
- WSCH/FTE Ratio
- Apportionment

Once you have checked to make sure everything is correct, click on "unlock" to make any changes and "save" and "finish" after you're done. Be sure to document any changes on the "Course Review" page! If no changes are necessary, navigate to the next page by using the "Course Checklist."

- *Course Delivery Methods*:

Most courses are "standard face-to-face." However, if you would like to propose that the course be offered through distance education, click "unlock," click on the additional course delivery method you'd like to use, and fill in the form that appears. After you're finished, click on "save" and "finish." Be sure to document any changes on the "Course Review" page!

- *Objectives*:

This page lists the course objectives for the course. If you would like to add an objective, type the objective in the textbox at the top of the page, and click on the drop-down menu to select an assessment type. Click "add" when you're finished.

If you would like to add a representative assessment type, click on the "pencil" icon next to each objective you need to add an objective to. You need to click on the objectives one at a time. Each time you add an assessment type, click on "save," and the objective and assessment type will be saved and migrate back down to the list.

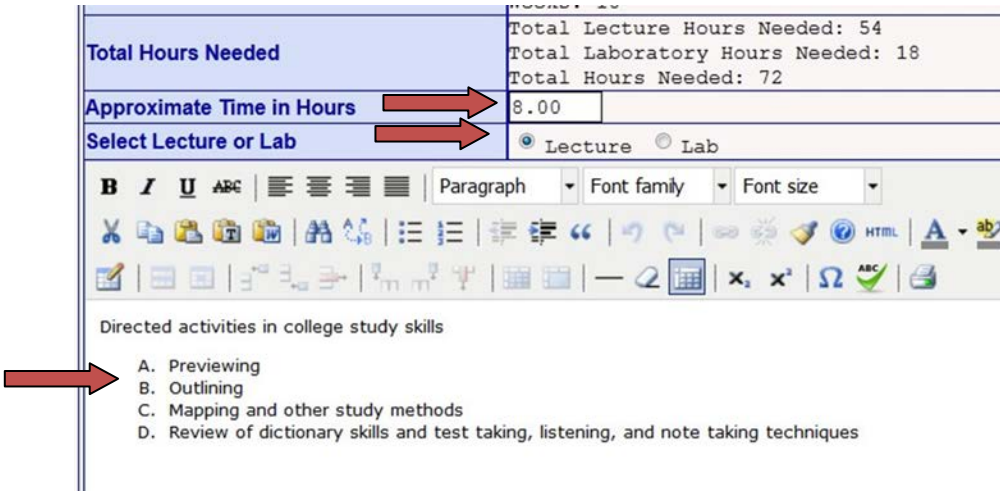
When you're finished, click on "finish" in the middle of the page, and navigate to the next page using the "course checklist." Be sure to document any changes in the course review page!

- *The Outline of Subject Matter Page*:

This page contains the outline of subject matter, with the number of lab or lecture hours devoted to each topic. Each main topic is in its own box. The hours should be divided between lecture and lab hours if it isn't already. Also, the outline should be in outline form, with topics and subtopics clearly delineated (e.g. topics with a roman numeral, subtopics with a capital letter, and sub-subtopics by a number). Here's an example from English 82:

	18	Lecture	Directed comprehension exercises A. Finding the topic of a paragraph B. Main ideas C. Supporting details D. Transitions E. Patterns of organization F. Introduction to critical thinking skills 1. Drawing inferences 2. Recognizing implied main ideas 3. Distinguishing fact from opinion

To edit any part of the outline of subject matter, click on the "edit" button at the top of the page. Then, to edit a particular topic, click on the "pencil" icon next to the topic. You can then edit the number of hours, whether the hours are lecture or lab, and the topics themselves. Note: CurricUNET will automatically add up the number of hours and make sure they add up to the total hours.



When you're done making your edits for the topic, click on the "save" button below the textbox. When you're finished with the page, click on the "finish" button, and navigate to the next page by using the "Course Checklist." Be sure to document any changes on the "Course Review" page!

- *The Required Texts and Materials Page*:

On this page, you will list the *typical* required texts for the course (but your department may approve other texts through whatever textbook approval process you use). The required texts listed for the course must be no more than five years old. To update the texts, click on the "edit" button at the bottom of the page. Next to the textbook or required materials you wish to edit, click on the "pencil" icon . Then update the information. Click on "save" after you're finished editing the textbook information.

If you'd like to add a required text, supplemental text, or required materials, click on the "add" button in the relevant category.
If one of the required textbooks is a "classic" or "discipline standard" which is more than five years old, you will need to add a "qualifier." To do this, click on the "pencil" icon next to the textbook. In the "textbook qualifier" box, select "other" from the drop-down menu. In the textbox "Textbook Qualifier Description," write "Discipline Standard" or "Discipline Classic."

When you're finished with the page, click on the "finish" button, and navigate to the next page by using the "Course Checklist." Be sure to document any changes on the "Course Review" page!

- *Evaluation Methods and Assignments*:

Under "Method," check the box of your most common method of assessment. Then, most of your example assignments should use that method of evaluation. For example, in an art course, you might choose "skills demonstrations" as the most common method of evaluation. Then all the assignments should be ones where students demonstrate their skills in art.

If you checked "skills demonstrations," and you put mostly writing assignments in the example assignments, this would be a basis for the committee to question not only the evaluation methods, but also any prerequisites or recommended preparations (e.g. if all the assignments are writing assignments, and writing skills are not in your course objectives, you might want to put a writing class as a prerequisite or recommended preparation.)
For all the example assignments, including the "typical assignment" and two "college-level critical thinking assignments," be specific and write these in language that you would give a student. Make sure the *product* is clear (e.g. paper, lab report, demonstration in front of the class, etc.).
When you're finished with the page, click on the "finish" button, and navigate to the next page by using the "Course Checklist." Be sure to document any changes on the "Course Review" page!

- *Methods of Instruction*:

Click on the checkboxes next to the typical methods used for instruction in the class. When you're finished with the page, click on the "finish" button, and navigate to the next page by using the "Course Checklist." Be sure to document any changes on the "Course Review" page!

- *Work Outside of Class*:

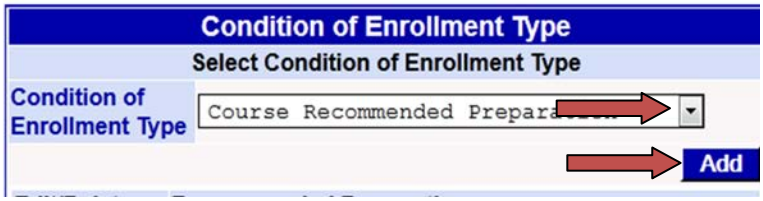
Next to the box "Estimated Student Hours Outside of Class per Week," write in the number of hours students are expected to study or do assignments outside of class. The typical formula for this is 2 hours of outside study time for every lecture hour (lab hours don't typically require work outside of class because the idea is that the work will be done during the lab hour). However, this is not a hard and fast rule. There are courses which require more or less than a 2 to 1 ratio of study time to lecture hours. For example, in foreign language, ESL and some math courses, the number of lecture hours is 5 per week, but the course is 4 units, so these only require 8 hours of study outside class because the extra hour of class time is meant to take the place of some of the work outside of class.

In the next box, click on the typical types of "work outside of class" that a student must complete.

When you're finished with the page, click on the "finish" button, and navigate to the next page by using the "Course Checklist." Be sure to document any changes on the "Course Review" page!

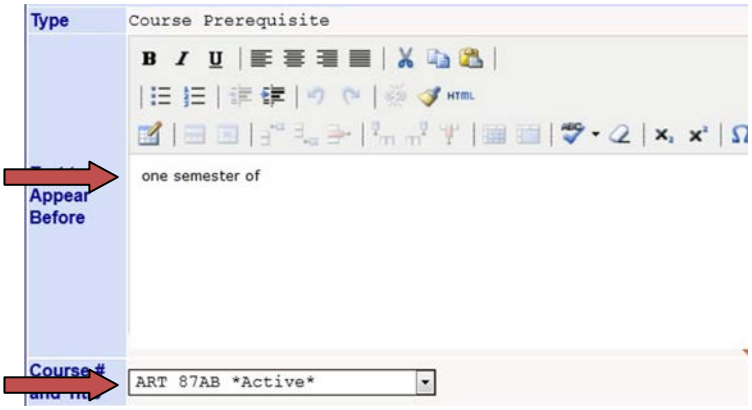
- *Conditions of Enrollment*:

On this page, you will record the prerequisites or recommended preparation for your course. To add a condition, start by clicking on the "condition of enrollment type" menu and choosing the type. Then click "add."



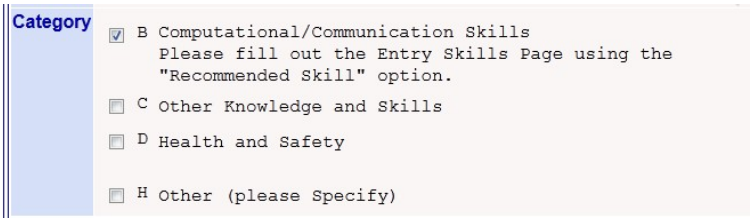
For course prerequisites, co-requisites, or recommended preparations:

If your prerequisite, co-requisite, or recommended preparation has words preceding the course name, such as "one semester of," type those words in the textbox "text to appear before." Then choose the course from the menu.

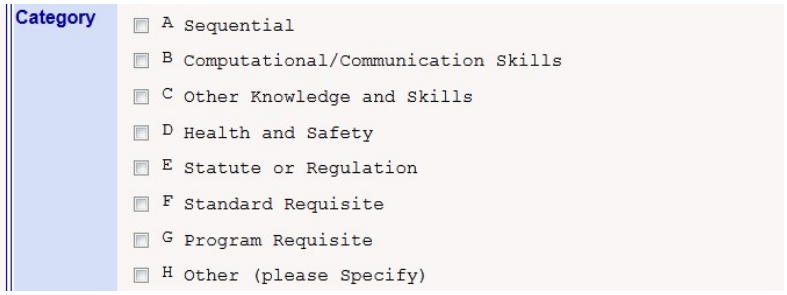


Fill in the "text to appear after" box if you have any words to appear after the course name (e.g. "with a minimum grade of a C"). Then, for recommended preparations, prerequisites, or co- requisites, click on the category.

Categories for Recommended Preparations:

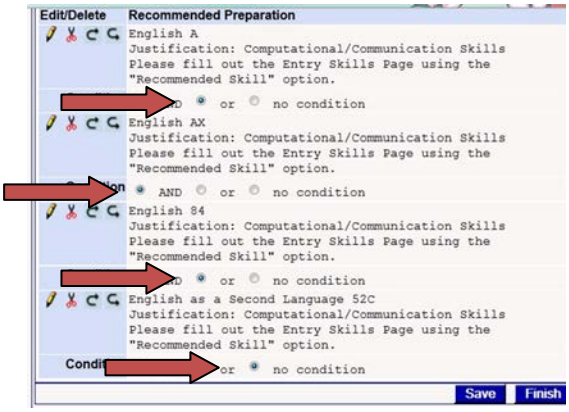


Categories for Prerequisites or Corequisites:



For prerequisites only, if you entered “or concurrent enrollment” in the “text to appear after” box, click on “yes” next to the question, “Concurrent Enrollment (mention concurrent enrollment in the “Text to Appear After” textbox).”

After you’re finished entering the information, click on “add.” You may then enter another perquisite, co-requisite, or recommended preparation.
If you have more than one prerequisite, co-requisite, or recommended preparation, be sure to click the “and,” or “or” radio buttons to indicate if all are required/recommended or one is required/recommended. After you click on the correct radio buttons, click on “save” at the bottom of the page.

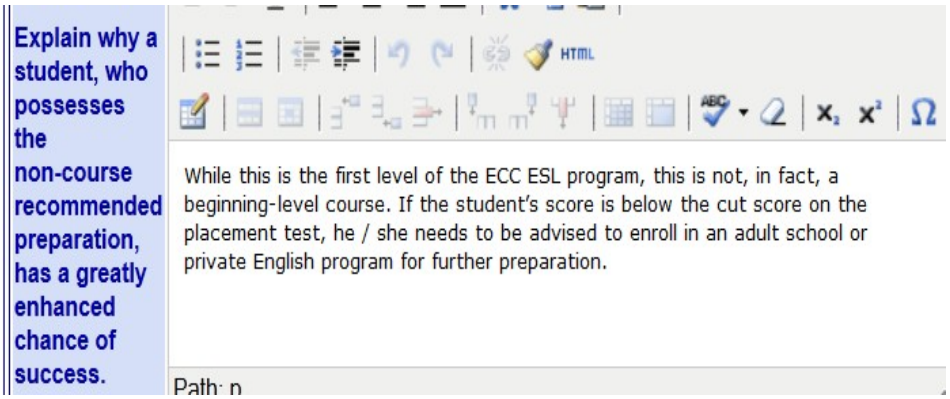


and then “finish.” Be sure to go to the “entry skills” page to match your entry skills to the objectives from the recommended or required course.

For non-course prerequisites, co-requisites, or recommended preparations:

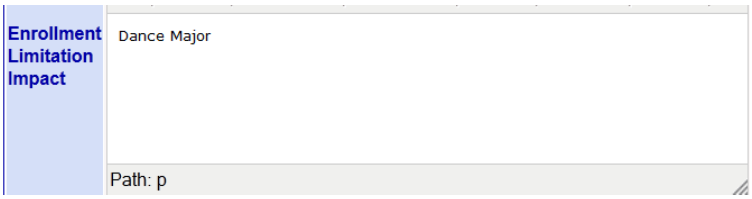
If there is a placement test, or you wish to include “the equivalent” in your prerequisites, co-requisites, or recommended preparations, these are known as “non-course” preparations.

If you wish to add a non-course prerequisite, co-requisite, or recommended preparation, you need to fill out two textboxes: one with the text to appear in the course-outline and catalog (e.g. “qualification by assessment” or “equivalent”). Then in the second textbox, you’ll need to answer the question: “Explain why a student, who possesses the non-course recommended preparation, has a greatly enhanced chance of success.”



Enrollment Limitations:

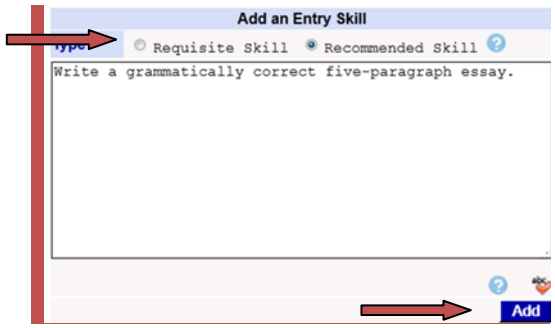
For enrollment limitations such as auditions, or acceptance to a particular program, you'll need to fill out three textboxes. One with the enrollment limitation to appear in the course outline and catalog. The next one with the category of the enrollment limitation, and the third with the "enrollment limitation impact," where you list the courses and programs the limitation affects.



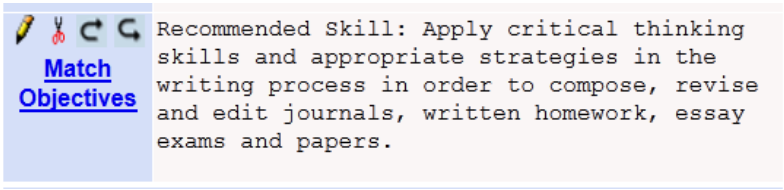
When you're finished with the page, click on the "finish" button, and navigate to the next page by using the "Course Checklist." Be sure to document any changes on the "Course Review" page!

- *Entry Skills*:

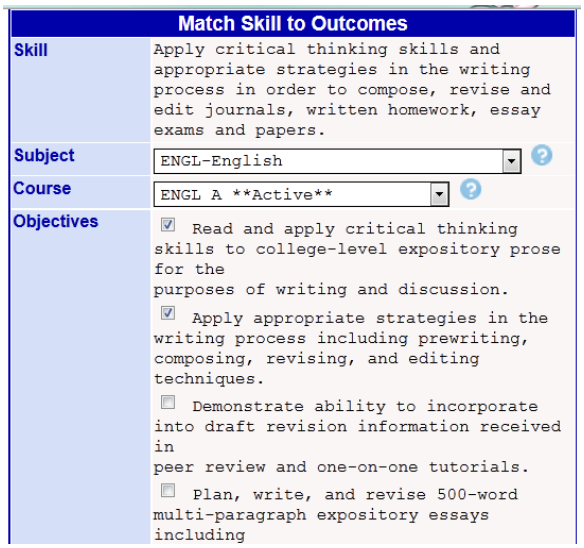
Use this page to match entry skills to objectives for prerequisites, co-requisites, or recommended preparations (not non-course prerequisites, co-requisites, or recommended preparations).
Start by typing in the textbox the skill that you would like the students to have upon entering the course (and which they will acquire by taking the recommended or required course.) Also indicate whether it's a requisite skill (for prerequisites and co-requisites) or a recommended skill (for recommended preparations. After you've entered the entry skill, click on "add."



Then find the text you just entered, and click "match objectives" next to it.



Then find the first course that you're using as a prerequisite, co-requisite, or recommended preparation by first find the "subject" using the drop-down menu, and then the course number. After you find the course, the objectives will appear. Click on the check boxes next to the objectives that are relevant to your entry skill.



Then click "add." At this point, you can choose another course to match objectives to the same entry skill by clicking "match objectives" again.
When you are finished, click on "finish," and navigate to the next item by using the "course checklist."

- *Attached Files*:

Use this page to attach any other files that are relevant to the proposal.

Submitting the Proposal:

To submit your course review proposal, there will either be a "submit" button on the left side of the screen, or go to the "My Approvals" menu, click on the "action" button under the course, and select the action from the drop-down menu (e.g. "submit for review/approval").

NOTE: YOU MUST CLICK FINISH ON THE COURSE REVIEW PAGE AND THE COURSE SUMMARY PAGE IN ORDER FOR THE "SUBMIT" BUTTON TO APPEAR!

Reviewing Comments and Checking the Status

To check the status of your proposal, you may first go to "My Approvals" and check to see if the proposal has come back with any comments. To check the comments, click on the icon.
If there is nothing in your "My Approvals," then you may click on "All Proposals," find your proposal, and click on "check status." The status of the proposal is in red at the top of the page.

An explanation of the other icons:

The icon brings up the "course impact report." This is essentially a list of all the programs and courses that your course links to by being a prerequisite, co-requisite, or recommended preparation, or by being a course in the program of study.

The icon brings up the "course comparison report," in which all the changes between the last version of the course and the changes made in this course review are marked.

The icon brings up a visual chart of the approval process and marks where your course review proposal is in the pipeline.

A Note About SLOs on the Course Outline of Record

All courses should now have SLOs, and they should appear on the Course Outline of Record. If no SLOs appear, and you know you have submitted them, please contact your division's SLO facilitator to request assistance.
To enter new SLOs or revise existing ones, you will need to do this through the "SLOs and Assessments" module of CurricUNET. Again, please contact your division's SLO facilitator to request assistance.
A list of facilitators can be found at: http://www.elcamino.edu/academics/slo/contact.asp .