

Creating / Revising a Course in CurricUNET

Ohlone College Curriculum Committee

Fall 2009

How to Get Started

Ohlone CurricUNET Homepage	www.curricunet.com/ohlone Type the CurricUNET Ohlone address in your browser box. Link can also be found on the Curriculum Committee webpage on Ohlone's website.
User Name and Password	Can check with Heidi Barkow or Rachel Sherman. Make sure you have Dean approval to work on a course.
Instructions on the Homepage	See New Course or Revision of Active Course under the Ohlone photo in the middle of the Ohlone CurricUNET homepage.
CurricUNET Areas	<u>Build / Courses</u> To view courses in your department. To access a course you are working on (red version). <u>Track My Approvals</u> To complete Step #2 of a launch, after you hit the green Audit Button and complete Step #1. To move a course along in the queue once you have completed suggested revisions from screeners. <u>Track My Proposals</u> To check status of your course in the approvals queue. To view comments/suggestions for revisions from Dean, Faculty, Screeners, etc., in the approvals queue.
Icons	<u>Pencil Icon</u> To make revisions on a course you are working on. Access from Build / Courses if course has not yet been launched. Access from Track My Proposals if course has already been launched. <u>WR Icon</u> To view the Word Report version of the Official Course Outline of Record of a course. To check to see if your revisions are formatted the way you want. Access from Build / Courses to view any course in your department (next to each course listing). Access from Build / Courses within the Pencil Icon area if you are working on a course (on left side of screen). Access from Track My Proposals to work on a course after viewing comments from screeners or dean. <u>CC Icon</u> To view changes made in the course Outline of Record since the last approval. <u>AA Icon</u> To view any <u>Additional Approvals forms</u> associated with the course. All forms will appear on one page. <u>GE form</u> should be filled in with rationale for any courses requesting GE Approval or for courses reinstating their GE status. (See Curriculum Committee webpage for list of GE courses in your department.) <u>DE form</u> is required for any courses being offered as either fully online or hybrid courses. All areas should be completed.

<p>CurricUNET Tips</p>	<p><u>Going Out & Coming Back In</u> Make sure to hit Save before exiting a page you are working on. Hit Save and Finish to complete a page. To return to a course to continue working on it, go into Build/Courses; find red version; click pencil icon.</p> <p><u>Help Boxes and Spell Check</u> There are Help Boxes in each area of the Course Checklist. See the blue ? icons. Spell Check is available in each area of the Course Checklist. See the blue S icons.</p> <p><u>Double-Numbering</u> Some areas in the Course Checklist will number your items for you. This includes SLOs, Assignments, Methods of Evaluation areas. Check the format in the WR icon view to make sure you have not double-numbered your lists.</p> <p><u>Cut & Paste</u> DO NOT CUT & PASTE FROM ANOTHER COURSE when entering text into boxes. This could cause a course to accidentally rename itself or lose original text. Avoid having two windows open and moving from one course to another to copy text. Cut & Paste does not work well between Word and the Content Area of the Course Outline. Either type text directly into Content box and work with the automatic formatting in this area, or copy a lengthy outline from Word into Notepad (for PC) or into Text Edit (for Mac), Save, and copy into the Content area.</p> <p><u>Keep the Course Moving</u> Make sure you have completed your launch by going into <u>Track My Approvals</u>; if you have a course listed there, make sure to move it along from this area. Check for suggested revisions after your course is screened at the screening meeting by going into Track My Proposals to view comments from screeners. Once you have completed your revisions, go into <u>Track My Approvals</u> to move it along from this area to keep the course moving in the approvals queue.</p>
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Revising a Course

Build / Courses	From the Ohlone CurricUNET homepage, go into Build/Courses.
Modify Active Course	Select Modify Active Course under Courses.
Select Department; Hit OK	From the drop-down menu, select your department; hit OK.
Copy the course	Find the course you want to revise from the list of courses; click the double-piece-of-paper icon to make a copy of the course.
Complete Copy Course Page; Hit OK	<p>You are now on the Copy Course page. Fill in or Revise each area to complete the page.</p> <p><u>Proposal Type</u> should be Course Revision Major if you are going through 6-year Course Review.</p> <p>(Minor Revisions are much less common, in general, and can only be done if making minimal changes to course name, advisories, repeatability, grading, and/or minor revisions in catalog description, student learning outcomes and/or content. Selective Topics and Additional Approvals (for Proposal Type) are even less common. Check with Curriculum Office when in doubt.)</p>

	<p><u>Additional Approvals:</u> Select any that apply; additional forms for these areas will show up in the Course Checklist.</p> <p>Select <u>Distance Learning</u> if you want to be able to offer your course as either a fully online or hybrid course. (This includes courses that are converting their TBA lab to hybrid.) The DE committee will approve the online portion of your course as part of the approvals process.</p> <p>Select <u>District General Education (Plan A)</u> if your course is on the GE Plan A list and you are going through 6-year Course Review. (See GE list on Curriculum Committee webpage.) You will need to reinstate your GE status with the GE committee as part of the approvals process.</p> <p>When you are finished revising each area of the Copy Course page, hit OK. This completes your creation of a copy of the course.</p>
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Creating a New Course

Build / Courses	From the Ohlone CurricUNET homepage, go into Build/Courses.
Create Course	Select Create Course under Courses.
Complete Create Course Page; Hit OK	<p>Make sure you clear the new course number with the Curriculum Office. (Best to do this before you begin.)</p> <p>Fill in all areas. See blue ? icons (help boxes) for Catalog Description and Class Schedule Description.</p> <p>Select <u>Proposal for New Course.</u></p> <p>Select any <u>Additional Approvals</u> that apply; additional forms for these areas will show up in the Course Checklist..</p> <p>Select <u>Distance Learning</u> if you want to be able to offer your course as either a fully online or hybrid course.</p> <p>(You will not be able to select the <u>GE Additional Approvals</u> option at this time. If you want your course to be approved for GE Plan A, you can run this through as an Additional Approval once your new course is approved.)</p> <p>Fill in the Catalog Description and Class Schedule Description areas.</p> <p>Hit OK when finished. This completes your creation of a shell for your new course</p>

Course Checklist

Course Checklist Overview	<p>Once you complete the Copy Course page (or the Create Course page), you will be sent to the Main page of your course where you can access the Course Checklist. Each area of the Course Checklist corresponds with a different section of the Course Outline of Record for your course. (Hit the WR icon on the left to view the Course Outline of Record.) There are a few sections which do not show up on the official Course Outline of Record which are still required in CurricUNET as part of the approvals process. You will need to edit (or complete) each area of the Course Checklist before you can launch your course into the approvals queue.</p> <p>Hit Save and Finish to complete each section; this will cause the box for that area to be checked off. (If you have no edits, simply hit Save and Finish to complete the area.) Once all the boxes are checked off, you will get a green audit button on the left. This means that your course is now ready to be launched into the approvals queue.</p>
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Cover	<p>Some of these boxes will have been completed in the steps above.</p> <p>Under Proposal Information, change the start date to the semester and year you would like to implement changes or offer the course.</p> <p>Select any College Mission/Goals that apply.</p> <p>For Course Justification, enter your purpose for revising or creating your course (i.e. 6-year review, TBA to Hybrid conversion, or creating a new course).</p>
Additional Approvals	<p><u>DE Additional Approval forms:</u> If you select DE for your Additional Approval type on the Cover page, you will see two new areas to complete in the Course Checklist:</p> <p>1) <u>Distance Ed:</u> Fill in all areas; make sure to check the two boxes at the bottom of the form indicating that you have read and accepted the Accessibility Policy and the Effective Contact Policy. *If you have an online lab, or are converting your TBA lab to Hybrid/DE/Online, be sure to describe the DE lab portion of the course clearly. See the DE TBA/Hybrid Conversion guidelines for more help: http://goingthedistance.pbworks.com/</p> <p>2) <u>Contact Types:</u> Select any contact types that you will be employing and give percentages, as indicated. The DE committee will review these forms and will ask you to attend a DE meeting to explain your methods and give rationale for the course as part of the approval process.</p> <p><u>GE Additional Approval form:</u> Select the GE Area that you are applying for (or reinstating) and under Rationale, enter a brief explanation of how your course meets the GE SLOs for that area. Give specific examples of content and/or assignments to help illustrate. (See Curriculum Committee webpage for GE list; each department has a chart showing which courses are on the GE Plan A list and lists the GE SLOs for that area.) GE SLOs can also be found in the Ohlone Catalog (available online). See help box for additional information.</p>
Details	<p>Make sure lecture and lab hours add up to the appropriate unit value. (Each unit = 1 lecture or 3 lab hours.)</p> <p>Ignore Total Semester Hours. The program will calculate this automatically.</p> <p>Make sure to indicate whether you want the course to be Grade Only or Grade with Pass/No Pass option, etc.</p> <p>Repeatability should be 0 if class is lecture only or mainly lecture format (unless can show that content changes).</p>
SLOs	<p>SLOs should be in list format. (These need to be entered one at a time in Curricunet. The system numbers these for you—watch out for “double-numbering.”)</p> <p>SLOs should begin with Bloom’s Taxonomy active verbs. (Link to Bloom’s will appear in yellow Course Checklist box when in edit mode in SLO area.)</p> <p>Four to six SLOs is typical; if list is longer, can try to group ideas.</p> <p>SLOs should be global and measurable and should be reflected in Content area and in Assignments and Methods of Evaluation areas.</p>
Content	<p>Specify both Lecture and Lab content.</p> <p>Outline areas should begin with nouns, rather than verbs (i.e. “Body structure,” rather than “Create diagram of body showing structure”).</p> <p>Do not indicate number of weeks/hours.</p> <p>Outline should be in alpha-numeric format beginning with uppercase letters; no bullets, bold face, or oversized font.</p> <p>Outline should match font type and size of rest of Course Outline of Record. (Click WR icon to check formatting.)</p> <p>Beware of cut & paste in this area. (See Tips section above.)</p>

Assignments	<p>Make sure assignments are categorized or grouped properly (A. Reading, B. Projects, C. Writing).</p> <p>The system numbers these for you; watch out for “double-numbering.”</p> <p>Reading Assignments can simply say, “Assigned readings from text.,” or “Online journal articles”; no titles of books here.</p> <p>Projects and Writing Assignments should be briefly described (i.e. Journal on what? Oral Presentation of what?).</p> <p>Discussion board postings should be included under Writing Assignments or Projects, if course includes this activity/assignment.</p> <p>Discussion, participation or attendance should not be listed here.</p> <p>“Skill demonstration” should indicate what type, of what... (better to list a specific activity, though).</p> <p>*Make sure to include any lab assignments or activities.</p>
Methods of Evaluation	<p>Items from Assignments area should be listed here, including Lab assignments, and should include some detail.</p> <p>Exams should be listed here, if any; these should be briefly described.</p> <p>Quizzes should be listed here, if any. Can indicate on what.</p> <p>Discussion, participation, or attendance should not be listed here.</p> <p>The system numbers these for you; watch out for “double-numbering.”</p> <p>Delete any odd listing of “True/False,” “Short Answer,” etc. (This is a hold-over from our previous form and needs to be updated.)</p>
Methods of Instruction	<p>Check all that apply.</p> <p>Discussion can be listed/selected here.</p> <p>“Other: Traditional Classroom” should be deleted if this is listed. (This is a hold-over from our previous form and needs to be updated.)</p> <p>Distance Learning should only be listed if course is fully online or hybrid.</p>
Textbooks	<p>Make sure data is entered into distinct fields for author, title, pub. Date, ISBN, etc. (If all data is entered into the comments box, need to delete it—this is a hold-over from our previous form and needs to be updated.)</p> <p>Look for recent publication date (within 5 years, if possible). Update ISBN accordingly.</p> <p>Make sure texts are selected as “Recommended” not “Supplemental.” (Again, possibly incorrectly listed because of old format; may need to be updated.)</p>
Supplies	<p>Costs can be deleted if listed (since these change over time).</p>
Entry Knowledge	<p>Entry Knowledge area needs to be completed as a prelude to the Requisites section.</p> <p>In Entry Knowledge box, give a brief description of required skills associated with the prerequisite, corequisite, or advisory course you will be listing (i.e. “Read and write at the college level”); click Add.</p> <p>Click blue “Match Entry Knowledge to Outcomes” link next to the description you just entered.</p> <p>Select the department and then the course you will be listing as a prereq, coreq, or advisory.</p> <p>Then select any of the SLOs for that course that the student should be able to accomplish upon entering your course; click Add.</p> <p>Continue to add courses and SLOs for all prereq’s, coreq’s, and advisories you will be listing for your course; then click Finish.</p>
Requisites	<p>After clicking edit, select the type of requisite from the drop down menu (typically, prereq, coreq, or advisory); click Add.</p> <p>You will be prompted again to select the appropriate Type from the drop down menu</p>

	<p>on this next page.</p> <p>For Condition, you will typically select the blank space from the drop down menu.</p> <p>For Requirement Type, you will typically select Course from the drop down menu.</p> <p>Under Course # and Title, the courses you set up in the Entry Knowledge area should be listed as options; select the one that applies to the first requisite you will be listing.</p> <p>Indicate Minimum Grade (or leave blank); hit Add.</p> <p>Repeat for all requisites; hit Finish when complete.</p> <p>Click the WR icon to check formatting.</p> <p>Make sure any courses listed are still active (in catalog or Curricunet).</p>
Library	Typically, you will leave this area blank; hit Save and Finish to complete the page.
General Ed	<p>If you are proposing the course to be considered for GE Plan A, Plan B (CSU), or Plan C (IGETSE) transferability, this area should automatically populate.</p> <p>(Note: This area may already be completed. Can check with Curriculum Office if in doubt here.)</p>

2-Step Launch Process

Step #1 – Green Audit Button	<p>Once all the areas are completed in the Course Checklist (and all boxes on the list are checked off), you will see a green “Audit” button on the left side of your screen. This is the launch button. Once you are sure your course is ready, you can launch the course into the approvals queue where it will be reviewed by the Curriculum Office (Heidi), the Dean, your department faculty (optional), course screeners from the Curriculum Committee, Mike Bowman the Articulation Officer, the GE and/or DE committee (if applicable), and finally the Curriculum Committee at a voting meeting for final approval.</p> <p>To launch your course, hit the green “Audit” button on the left side of your screen. Hit the Pre-launch button.</p> <p>Ignore the Pre-launch comments boxes and hit Save.</p> <p>End of Step One.</p>
Step #2 - Track My Approvals	<p>Go into Track My Approvals.</p> <p>Select Originator for the Role (that’s you—you are “originating” a course); hit Next.</p> <p>Click the Action button by your course.</p> <p>In the Comments box, enter “6-year review,” or “TBA to Hybrid Conversion,” or “Creating a new Course” (or any other relevant comments about the changes you made or the reason for revising the course—but keep this fairly brief).</p> <p>Select Originate Proposal for Action type; hit Save.</p> <p>End of Step Two.</p> <p>(**Both steps are REQUIRED to complete the launch.)</p>

Screening

<p>Attend a Screening Meeting</p>	<p>You will be informed by the Curriculum Office when your course is scheduled to be screened at a <u>Curriculum Committee Screening Meeting</u> as part of the approval process (third Monday of the month; 3-5pm; meet in 1407/ITC). We request that you attend the meeting to expedite the approval process. Screeners will work with you in an informal workshop setting and will make suggested revisions which you can input on the spot.</p>
<p>If you can't attend</p>	<p>After the screening meeting, you will get an email from system@governet.net alerting you that there are comments to view from the screeners.</p>
<p>Complete Suggested Revisions</p>	<p>To view comments, go into Track My Proposals; click Check Status next to your course. Scroll down the queue to get to the section with red comments from the screening committee. To make revisions, click the Pencil Icon at the top of the page. Complete suggested revisions in a timely manner to expedite the approval process. (See dates of Issues Meetings and special deadlines below.)</p>
<p>Track My Approvals</p>	<p>After you complete your revisions, go into Track My Approvals; hit Next. Click the Action button by your course, indicate any changes you made or did not make in the comments box, and choose the appropriate Action item (i.e. suggested revisions completed). Then hit Save. This will get the course moving again in the approvals queue. (**This step is REQUIRED to move the course along.)</p>

Final Approval

<p>For Course Revisions: No need to attend the Issues/Approval Meeting.</p>	<p>Course Revisions will be voted on for approval at a <u>Curriculum Committee Issues meeting</u> (First Monday of the month). Your course will be put on the agenda once it has gone through all steps in the approvals queue and all suggested revisions have been completed. Meetings are announced and agendas are sent out via email during the week preceding the meeting. No need to attend.</p>
<p>For New Courses: Attend the Curriculum Committee Issues/Approval Meeting.</p>	<p>See above. If your course is on the agenda, you must attend the meeting to give a brief verbal rationale for your course and answer any questions from the committee about your course. The rationale will be included in the minutes and is required as part of the approvals process.</p>

Help

Heidi Barkow, Curriculum Office, Educational Services Support	(510) 659-7381 hbarkow@ohlone.edu
Rachel Sherman, Curriculum Chair; English Faculty	(510) 742-2378 rsherman@ohlone.edu

Curriculum Meetings 2009 - 2010

Fall 2009

Issues Meetings	Screening Meetings
First Monday of the Month 3-5pm 1407	Third Monday of the Month 3-5pm 1407/ITC
9/14	9/28
10/5	10/19
11/2	*11/16 *Last screening meeting of the semester.
*12/7 *Deadline for Summer/Fall 2010 Schedule and 2010-2011 catalog	

Spring 2010

2/8	2/22
3/1	3/15
4/5	*4/19 *Last screening meeting of the semester.
5/3 * Courses can be approved and offered in Summer and Fall but will not appear in the Summer/Fall schedule of classes. Courses will appear in the Fall only schedule.	