

CurricUNET Program Review Approval Guidelines

<p>CurricUNET Program Review</p>	<p>Link: http://www.curricunet.com/ohlone_reviews/</p> <p>Recommended Browsers: PC: Internet Explorer, Firefox, Safari. (Governet recommends Firefox) Mac: Safari. (Governet recommends that Firefox is NOT used for the Mac, because it will not render PDFs)</p>
<p>User Name and Password</p>	<p>If you have access to the regular CurricUNET program (Curriculum Module):</p> <ul style="list-style-type: none"> • Use the same user name and password. <p>If you are new to CurricUNET:</p> <ul style="list-style-type: none"> • The user name is the same as your Ohlone username: • First initial, last name. • The password is “password”. Once you log into the system, change your password by going to “Prefs – Personal Info”. <p>If you can’t get in, contact Deb Parziale.</p>
<p>Approval Process Launch Process</p>	<p>Originator:</p> <ul style="list-style-type: none"> • Complete all sections/pages of the program review. Select “Finish” at the bottom of each page to display a “check mark” in the “Review Checklist”. • You need to select “Finish” for all areas listed in the Review Checklist, even pages that are optional, e.g. Outside Review (for Instructional Areas) to display the check mark. • When all pages are completed, a green “Audit” Button will appear on the left side of the page. Click on the “Audit” button. You will receive the following message: “Your proposal is complete and the audit was successful. Now follow the link to “My Approvals”, select “Originator” role, and approve the first step of the approval. Approving this first step will notify the next positions/steps.” • Click on “My Approvals” • Select role: “Originator” • Select “Next” • Your program review will appear on a list. • Select “Action” and then select “Launch” and “Save”

- Now your program has been launched into the Approval Process.

Tracking your Proposal:

- Go to the home page and click on track “My Proposals”. Click on “Check Status” next to your proposal and view comments.

Originator	1 (required)
Deb Parziale Action: Launch	Done 08/24/2010

Originator Changes	1.5 (required)
Program Review Originator	

- Originator - Step 1: Your proposal has been launched.
- Originator Changes - Step 1.5 – This will be used *only* if your Dean/Director would like you to make revisions.

Dean/Director Review:

- Log in and go to Track - My Approvals".
- Select "Dean/Director" role and select "Next".
- Select the “WR” icon to read the review report.
- Select "Action" button next to the program.
- Select “Revisions Needed” and write a comment about the revisions you would like to see in this review; *OR*
- Select "Approve" for action and hit save

Once you have approved the review, an email will be automatically sent to the Vice President or President for review and approval.

Vice President/President Review

- Log in and go to Track - My Approvals".
- Select correct role and select "Next".
- Select the “WR” icon to read the review report.
- Select "Action" button next to the program.
- Select “Revisions Needed” and write a comment about the revisions you would like to see in this review; *OR*
- Select "Approve" for action and hit save

Once this approval process has been completed, the Program Review is locked and no further revisions can be made. The review can then be copied, so edits can be made for the next review.

Personal Help!

Contact Deb Parziale: dparziale@ohlone.edu 510-659-6026