Revising an Active Course in CurricUNET
A Step by Step Guide

**Step 1: Logging into CurricUNET**

Log into Ohlone’s [CurricUNET® website](#)

Enter your **User Name** and **Password**; note that these are case sensitive. If you don’t know your User Name and Password, please contact Robin Kurotori at rkurotori@ohlone.edu or Katie Alvarez at kalvarez@ohlone.edu.

This is the screen you will see if you have successfully logged in:

![Screen Shot](image)

Every active course is **locked** so that you don’t inadvertently make changes to it. Therefore, you will need to make a **copy** of the existing active course so that you may modify it.
Step 2: Copying your Course and Creating Your Course Review Proposal

Click the **Courses** link located under **Build** in the navigation pane.

Click on **Modify Active Course** under **Courses** in the navigation pane.

The next screen will look like this:

1. Type in the **Course Number** of the course you want to modify.
2. Check that the **Department** is correct.
3. Click **OK**.

Type in the **Course Number** box the course number of the course you want to revise. Check to make sure the correct **Department** is listed. If the Department is not correct use the drop down arrow to find the right department. Click **OK**.
The next screen will look like this:

Click on the icon in the Actions column for the course you want to revise. This action will copy over your course so you can revise it.

You will then see the Course Review Proposal page.

Click on the drop down box under Proposal Type and choose between Course Revision Major and Course Revision Minor. Then click Next.

Please be sure to select the appropriate revision type:
- **Course Revision Major**: Choose this option if you’re changing the unit value; lecture and/or lab hours; prerequisites; corequisites; transferability; adding or removing from GE Plan A; or making significant revisions to the catalog description, student learning outcomes, and/or course content. Please note: All courses undergoing six-year course review must be entered as major revisions, even if the revisions fall under the description of minor revision as listed below.
- **Course Revision Minor**: Choose this option if you’re changing the course title, advisory, repeatability, grading option; or making insignificant revisions to the catalog description, student learning outcomes, and/or course content.

The next screen will look like this:

Review the course number, course title, and Proposal Type. If all is correct, click Next.

Your proposal will now open and you may begin making changes to the course.
Step 3: Making Modifications to your Course

On the right hand of the screen is the **Course Checklist**. Begin with the **Cover** page, and work your way through each of the 12 pages. Click on the titles to activate that page. After you finish each page select **Save** and then click **Finish**.

Note: When you finish a page, a check mark will appear in the box. You will not be able to launch your proposal to be reviewed until each page has been completed and all boxes are checked as shown below.

### Beginning the Process:

- **Course Checklist**
  - Main
  - Cover
  - Details
  - Student Learning Outcomes
  - Outline/Content
  - Assignments
  - Methods of Evaluation
  - Methods of Instruction
  - Textbooks
  - Supplies
  - Entry Knowledge
  - Requisites
  - Library

### Process Complete:

- **Course Checklist**
  - Main
  - Cover
  - Details
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### Cover

The **Cover Page** will look like this when you click on it.

### Additional Approvals:

If you are requesting **Additional Approvals** (General Education [GE] Plan A or Distance Education [DE]) click the appropriate box(es). An additional section selection will appear on the **Course Checklist**.

Courses requesting Additional Approvals will be screened by the appropriate Curriculum Subcommittee. Approval and reaffirmation are not guaranteed. Rationales, justifications, and all sections in the additional
application areas will be reviewed by the committee. More information about completing the Additional Approvals section is available in the documents linked below:

- The [Guidelines for Getting Courses Approved for Ohlone General Education Plan A](#) are located on the GE Committee web page. If you have questions, please contact the current [GE Committee Chair](#).
- The [DE CurricUNET® Guidelines (PDF)](#) are available on the Distance Education Subcommittee web page. Please keep in mind that DE approval is required for any course to be taught fully online or as a hybrid. Complete the DE addendum at least one semester before the class will be offered. Approval is for the course, not for individual instructors, so the department should establish those standards. If you have questions, please contact the current [Distance Education Committee Chair](#).

Check to make sure the **Catalog Description**, **Class Schedule Description** and the **Counselor Information** sections are accurate.

At the bottom of the Cover page is a **Course Justification** box. For revised courses this section should contain **what was changed and why it was changed. This information is required by the Chancellor’s Office.** Below is an example of what you might write.

For all major and minor revisions, Course Justification box should contain information on what you have changed and why the change was made.

Click “Save” then click “Finish”.

Writing “Six Year Course Review” in this section is insufficient and will be rejected by the Chancellor’s Office. If you are unsure of the changes you will be making to your course you may return to this section after you have completed your revisions. In this case, you would click on **Save** but not **Finish**.
Details

Details Section: Double check the unit value and the lecture and lab hours. Remember that 1 lecture hour = 1 unit; 3 lab hours = 1 unit. Double check the Grade Options. Check the Repeatability section. Limits on repeatability have been set by the Chancellor’s Office. Refer to the Credit Course Repetition Guidelines from the Chancellor’s Office or check with your Dean if you have questions regarding the repeatability of your course.

Student Learning Outcomes (SLO’s)

SLOs begin with a verb and demonstrate higher level critical thinking. Use the Taxonomy button to view Bloom’s Taxonomy list to give you an idea of words that may be used here to improve your current SLOs. To edit your SLOs first click on the green Edit button in the lower right hand corner. To add an SLO click on the Add button.

Then click on the pencil icon next to the SLO you want to edit. To delete your SLO click the scissors icon.

IMPORTANT NOTE: If your SLOs are identified as prerequisite skills in another course, you will not be able to delete them. Contact the Curriculum Committee Chair for the next steps to take in this event. To change the order of your SLOs, click on the up or down arrows. When your list of SLO’s is complete, click Finish.

Outline/Content

This section should be reviewed to make sure content is still applicable and relevant. Content items should be subject based and in outline format arranged by topic with sub-headings. Keep in mind that the content listed in the course outline is required to be covered by all faculty teaching the course unless marked as optional. The outline is detailed enough to fully convey the topics covered, but not so lengthy that a quick scan cannot be used to determine the scope of the course.
If course includes both lab and lecture, items should be categorized accordingly to reflect items covered in lab versus those covered in lecture. Content should be relevant to the objectives and learning outcomes for the course.

Assignments
Assignments should support the Student Learning Outcomes of the course. Give examples of reading, projects, and writing assignments. For example, rather than using “homework” as an assignment include an example of homework such as “Completion of human anatomy coloring book pages identifying major muscles used in yoga postures.” This section should establish that critical thinking is expected of students, taught to them in class, practiced in outside assignments, and evaluated. This does not have to be an exhaustive list of assignments but should include those that all faculty who teach the course will use. Examples of lab assignments should also be included here.

Methods of Evaluation
In this section, indicate how each of the SLOs will be assessed using the assignments that have been described in the prior section or by other methods. Each method of evaluation should link to at least one SLO and the SLO being assessed should be shown in parentheses following the method of evaluation, as shown below. If you use quizzes and exams, briefly describe the content and connect it to the SLOs.

Methods of Instruction
The Methods of Instruction should be appropriate to the objectives and learning outcomes for the course. Only include “distance learning” if the course is taught fully online or as a “hybrid”. Remember to complete the DE form located in the Cover page.

Textbooks
If a textbook is required for your course, update to the most current edition available. For articulation purposes textbooks must have a publication date within seven years. If your textbook is older than seven years you will need to provide an explanation in the Comments box as to why this textbook needs to remain for this course. Acceptable justifications are that the textbook is the definitive textbook in the subject or that more recent editions have not been published.

Supplies
This page should include any required materials or other equipment such as a sports item, lab equipment, tools, art materials, or anything else the student must have to participate effectively in the course.
Entry Knowledge

Prerequisites and advisories should be evaluated to make sure they are still appropriate. Prerequisites must have discipline faculty agreement that the requisite is essential to student success in the particular course. Consensus must be reached only after careful examination of syllabi, course assignments, and course exams.

This screen will appear when you click on Entry Knowledge. If nothing has changed, click Finish.

To add a prerequisite, corequisite, or advisory, enter the skills the student must have in order to succeed in this course. Click Add.

When the new page opens, click on Match Entry Knowledge to Outcomes. This will allow you to select the Student Learning Outcomes that identify the requisite skills.

Using the drop down arrow, select the Department in which the identified prerequisite course resides.

Select the course.

Select the SLOs that support the requisite skills. Click Add.

Repeat this process if you have multiple prerequisites. When all requisites skills have been aligned with an SLO, click Finish.
Requisites

Click on **Edit**.

Click on the pencil to edit existing requisites.

Click the drop down box that reads **Advisory** to choose among Advisory, Corequisite, or Prerequisite.

Click **Add** to open a new page into which you will enter the prerequisite.

Determine the **Type of Pre/Corequisite**.

If prerequisite is required by statute or regulation, indicate which statute in the Required Statute box.

Provide documentation from three or more UC or CSU courses with comparable prerequisite for equivalent course.
Enter **Condition**. Choose “and/or” if students may choose between two courses to meet the prerequisite.

Click on the blank space if there are no conditions.

Click on the “and” or click on the “or” as appropriate.

Enter the **Requirement Type**. Choose between Assessment, Course, Equivalent, or Other.

Enter the **Course # and Title**. This drop down box should populate with the course(s) chosen in the Entry Knowledge section.

Enter any comments pertinent to prerequisite/corequisite. This box should contain, at the very least, the names of faculty members from the prerequisite course department with whom you have discussed the appropriateness of the course as a prerequisite/corequisite, and any statistical validation you have done to determine student success over the past two years with and without the prerequisite/corequisite course.

Click on **Add** if you have additional prerequisites to add. Click on **Finish** when completed.

**Library**

List library resources that may be needed to complete this course. Examples of available resources include print material (books, periodicals), audio-visual materials (videos, DVDs) or librarian assistance with research, library orientations, or information on most current resources within the discipline. Click **Finish**.

**Almost finished...**

If you did not complete the **Course Justification** (located in the **Cover** section), go back to that section and indicate what was changed and why it was changed. Click **Save** and **Finish**.

**Launching Your Proposal is a Two-Step Process**

Your proposal needs to be launched so that it can go through the CurricUNET approval process and ultimately appear on a Curriculum Committee agenda. If you neglect to launch your proposal then the Curriculum Committee will not be able to vote on it and the proposal will not appear in the catalog or class schedule.

**Step 1**

All boxes in the Course Checklist should now be checked. When all sections are complete, a green **Audit** button will appear in the left menu. Click on this icon to **PRE LAUNCH** your proposal.

You may AUDIT your course now. **Audit**

**Step 2**

Click on the **My Approvals** link (this link will appear after you click on the green **Audit** button in Step 1 above).

Choose **Originator** on the **Select Role** drop-down menu. Click on the **Next** button.
Click the **Action** button next to your course.

Click on the drop down box in the **Action** area and click on **Originate Proposal**. Click **Save**.

**Success! Yay! You did it. Congratulations!**

Your course has entered the approval process! Please watch your inbox for notification emails from system@governet.net. Please read the messages carefully to track the status of your course and to find if any reviewers have requested revisions on your end.

Your proposal will first go to your Dean’s CurricUNET® step. Once approved by your dean, your proposal will go to the Articulation Officer, and then ultimately to the Curriculum Committee Screening step. Screening meetings are typically held monthly on the third Monday. A Curriculum Committee member ("screener") will contact you to discuss your proposal and work through any issues that may interfere with the course’s approval. After approved by the Curriculum Committee screener, your course will go to the Curriculum Committee meeting for approval. These meetings are typically held on the first Monday of the month. Check the Curriculum Committee website for a current calendar of meeting days, times, and locations.
Explanation of CurricUNET Icons:

- **The Additional Approvals icon (A):** If you have requested Distance Education (DE) or General Education (GE) Approval, you may click this icon to view the information submitted for each approval process.
- **The Word Report icon (R):** Click this icon to view the Course Outline of Record (COR) in PDF format.
- **The Course Comparison icon (C):** Click this icon to view the revisions that have been made to the COR.
- **The Check Status icon (S):** Click this icon to find comments from each approver at every step in the approval process and to determine the location of your course in the approval process. You are encouraged to follow the progress of your proposal.