**URL**: www.curricunet.com/coast

**Login Information:**

- New faculty will need to email Charissa McCord, cmccord3@gwc.cccd.edu for an account. Provide your division and subject that you teach.

**Course and Program Deadlines:**

- CCI works with year-ahead scheduling (courses approved in the Fall of 2020 will be active Fall 2021) unless there are accreditation or compliance issues.
- All revisions or new courses and programs need to go to Tech Review prior to inclusion on the CCI agenda.
  - Tech Review is held the 2nd and 4th Tuesday of each month from 3:00 – 5:00 p.m.
  - CCI meets the 1st and 3rd Tuesday of each month from 3:00 – 5:00 p.m.
  - A faculty representative for each course or program needs to be present at Tech Review and each CCI reading.
- Courses and Programs need to be past the Divisional Dean level (level 4) for discussion at Tech Review.
- Following Tech Review, Courses and Programs need to be revised and resubmitted by 12:00 p.m. on the Thursday prior to the CCI meeting.
- Courses and programs will have two readings at CCI. Courses and programs need to be revised and resubmitted by 12:00 p.m. on the Thursday prior to the CCI meeting.
- Only three items (courses, programs, or a combination of these) can be included on a CCI agenda at a time from any given department unless they are consent items.
- It is advised that programs be submitted with the courses.

**Course and Program Timeline:**

- Courses and programs need to first be submitted to Tech Review, and then pass two readings at CCI (approximately 1 month).
- Following CCI approval, courses and programs are sent to the Board of Trustees for approval (approximately 1 month after CCI approval).
- Following Board approval, courses and programs are sent to the State Chancellor's Office for approval (up to 3 months after Board approval).
- Following CCI approval, courses and programs can be submitted for C-ID, CSU, IGETC, and articulation approval through coordination with GWC's Articulation Officer. These approvals can take between 6 to 24 months.

**Search for a Course:**

- In the left-hand column, under **search**, click on **course**, in the **course search box**, select the **subject** (i.e., ACCT, BIOL, GEOG) in the drop down. You can enter a specific course or click on OK and all the courses in this subject area will come up. The **WR** icon is the course outline of record (COR).

**Course Revisions:**

- Make sure you are starting in **CurricUNET Home**. Under **build** select **courses**, then select **modify course**, put the **subject** in the **course search** box i.e., ACCT and then the course number, click OK. Make a copy of the course by clicking on the Copy icon, then from here select the type of proposal this will be, major/minor course revision, request to retire/suspend.
- In order to get the **submit button** for your proposal, each box in the **Course Check List** on the right must have a checkmark in it. If there are no changes to an area go ahead and click finish.

- **Select <u>Major Revision</u> when revising**:
  1. Catalog Changes:
     - Course number
     - Course title
     - Semester units
     - Lecture, lab, contact total, study/non-contact hours
     - Catalog description
     - Prerequisites, corequisites, and advisories
     - Credit status
     - Grade policy
     - Open entry/open exit
     - Transfer status
     - GE and transfer requirements
     - Programs
  2. Course objectives
     - Courses not updated within the last 5 years
     - Changes the focus of the course
  3. Lecture and/or lab content revisions
     - Courses not updated within the last 5 years
     - Changes the focus of the course
  4. Retiring, suspending, or reinstating a course
- **Select <u>Minor Revision</u> when revising**:
  1. Textbook only
  2. SLOs only
  3. Material fees
  4. Assigned disciplines
  5. Adding online addendum to a current COR (updated within the last 5 years and COR does not have major revisions)
  6. Adding details to existing course objectives or course content to a current COR (updated within the last 5 years)
  7. Rewording or updating terminology to existing course objectives or course content to a current COR (updated within the last 5 years)

**NOTE:** Courses that have not been reviewed within five years automatically are a major revision.

Revisions that trigger Articulation review include:

1. Course objectives that changes the focus of the course
2. Lecture and/or lab content revisions that changes the focus of the course
3. Changes to prerequisites

**<u>Program Revisions:</u>**

- Make sure you are starting in **CurricUNET Home**. Under **build** select **programs**, then select **modify program**. Choose Golden West College from the **college** drop down menu, your **subject** i.e., ACCT and then click OK. Make a copy of the program by clicking on the copy icon, then from here select the type of proposal this will be, either major or minor revision.
- In order to get the **submit button** for your proposal, each box in the **Degree/Certificate Check List** on the right must have a check in it. If there are no changes to an area go ahead and click finish.
- If editing or creating an AD-T, make sure to also update the Template Model Curriculum (TMC - download from the State Chancellor's website) and the narrative template. You will attach this under **attachments.**

- **Select <u>Major Revision</u> when revising**:
    1. Changes to Required Courses
    2. Change in Units
    3. SLOs

- **Select <u>Minor Revision</u> when revising**:
    1. Adding Elective Courses
    2. Increasing Flexibility/Do no harm for student

**NOTE:** Programs that have not been reviewed within three years automatically are a Major Revision

**<u>New Course</u>:**

- From the **CurricUNET Home** page, under **build**, select **courses**, under **courses,** select **new course** (do not use Clone). Fill in the **Create New Course block**. From here once you click on OK the Course Checklist will appear. Each item in the check list will need to be completed and finished before the **submit button** will appear.
- When adding a new course to a program that is outside of your department, please alert that program's department so that they may update their degree to include that course.
- Include in the Justification (in the cover) the proposed GE placement, C-ID, and similar courses in the District.

**<u>New Program:</u>**

- From the **CurricUNET Home** page, under **build**, select **programs**, under **programs,** select **create new Program**. Fill in the **Create New Program block** and **save**. From here once you click on OK the **Degree/Certificate Checklist** will appear. Each item in the check list will need to be completed and finished before the **submit button** will appear.
    a. If editing or creating an AD-T, make sure to also update the TMC with the template on the State Chancellor's website. You will attach this, along with a Program Narrative, in the Attachments section.

**<u>Workflow:</u>**

- You can easily check to see 'where' a proposal is by checking its status.
- The originator is always at the half step (.5) in the workflow and the proposal can be sent back by the current approver to the originator to make edits.
- If you are unable to edit your proposal, check to see where it is in the workflow and **ask the person at that level to send it back to you.**

**<u>Distance Education Addendums:</u>**

- Courses that are taught fully online or as hybrid need their CORs updated to include a Distance Education Addendum (DE Addendum). CCI has developed DE Addendum language that faculty are encouraged to use. Please see the CCI website for this document.
- To add this to a COR, select "Could this course be scheduled as DE in full or any portion of it?" from the Units/Hours section of the COR. Then the Distance Ed section of the COR will become editable.

**<u>Cannot find proposal that hasn't been submitted yet</u>**:

- Go to **build**, **courses**; select the **subject** in the drop down. Your proposal should come up; scroll to the bottom of the list of courses, the proposal should be in purple.

**<u>Your proposal has been sent back to you for revisions</u>:**

- Under **track**, click on **all proposals**. Choose **GWC** in the dropdown menu next to College, find your proposal, click on "Check Status." Go through and check the comments made by the committee.

- Now, click on **my approvals** under **track**. In the **select role** dropdown, select **course author**, click next. Your proposal should be here, click on the **pencil** and make the suggested corrections. You will need to **unlock** at the bottom of the page. Be sure to click **Finish** on each item that you make changes to.
- Last step, click on **CurricUNET Home** (column on left), then on **my approvals** under **track**, click on the **action** button, select **corrections made: resubmit**, then click **save**. That's it! It'll go back in to the workflow.

**Reminder for Curriculum Committee Members**:
When a proposal comes to you as the Division Curriculum Representative, first off, make sure it is a course/program that is in your **department**, you may get others that are from your Division but only take action on those that you are in charge of. ***Also***, please wait a few days before forwarding any proposals on, this will give the department faculty members a chance to go in and review the proposals and make comments. Their step is review only; they cannot forward on or send back a proposal. Once you as the Curriculum Representative go in and forward on the proposal, it comes out of the department faculty members queue.