CurriQunet User Manual
for College of Alameda

First Draft prepared for
Staff Development Day
October 22, 2019

Table of Contents

Sections to be added:

Creating and Modifying ADTs, Certificates, Local Programs

META Assessments Procedures

Overview of CurriQunet

What is CurriQunet?
CurriQunet META is the Peralta Community College District (PCCD) Curriculum Management System. CurriQunet houses all of the Course Outline of Record pages (CORs), Program Outlines, Certificate Outlines and ADTs for each individual college in the PCCD.

How do I access CurriQunet?
Log on to Peralta Portal, then click on the CurriQunet link on the Peralta Portal Apps page.
Your CurriQunet user name is your full Peralta email address. For example: jsmith@peralta.edu
Your password is the same password as you used to access the previous Curricunet system.
If you do not remember your password OR if you are a relatively new Peralta employee, click on "Forgot your password?" on the CurriQunet log in page to receive an email in your Peralta email to reset your CurriQunet password.

Organizing your CurriQunet Courses page
The first page you will see after successful log in to CurriQunet is the Courses List. This list can be made to appear to be more manageable by using the filters buttons at the top of the page:
College:
> Unless you have special permission, you may not be able to see colleges other than CoA
Subject:
> If you teach in or have access to several different disciplines, you can choose the one(s) with courses you wish to view.
Proposal Type:
> You can limit the course proposal types that will be displayed on this page.
Status:
> Limit the courses listed to Active, Draft and In Review to eliminate extraneous courses
Sort Options:
> Click on "Courses" to display courses in order of course number.

After selecting the filters and display options you wish to see, click on the "**Search**" button to reorder the courses in the Course Page.

Creating and updating Course Outlines of Record (CORs)
Course Outlines of Record (CORs) are the "blueprint" from which a class is taught. Classes may be assigned to different instructors, but courses belong to the college. All instructors must include the components of the COR for that course in their respective class instruction.

Creating and maintaining currency of CORs are faculty responsibilities. The College of Alameda (CoA) COR update policy is to review and update non-catalog changes in all lecture and lab courses every three years during Program Review. The CoA policy for updating CORs for Career Education (CE) courses is every two years.

What is a "Course Update"?

Every course outline of record (COR) needs review periodically to maintain currency in the teaching materials and course delivery methods. These updates are called "**Non-Catalog Course Updates**" because they do not require any changes in the information that is printed in the college catalog. Non-catalog course updates are initiated in CurriQunet by using a <u>Non-Catalog Course Update form</u>. Updates can include changes in:

Minimum Duration of the course
(what is the shortest period of time in which the course can be taught effectively)
Lecture/Lab Content
(should be reviewed periodically to ensure currency and relevance of curriculum)
Distance Education
(will this course be available as a distance education offering)
Student Learning Outcomes (SLOs)
(should contain regularly updated language for effective assessment)
Textbooks
(should be published within the past three years for optimal course currency)

Occasionally course titles, descriptions, number of units, pre-requisites or other information that appears in the College Catalog needs to be updated. This process is initiated in CurriQunet by using a "**Course Catalog Change**" form.

IMPORTANT: Course catalog changes usually require evidence of consultation with all of the PCCD colleges to effect a district-wide change in catalog information. All course catalog information for courses taught on more than one campus in PCCD must match across campuses.
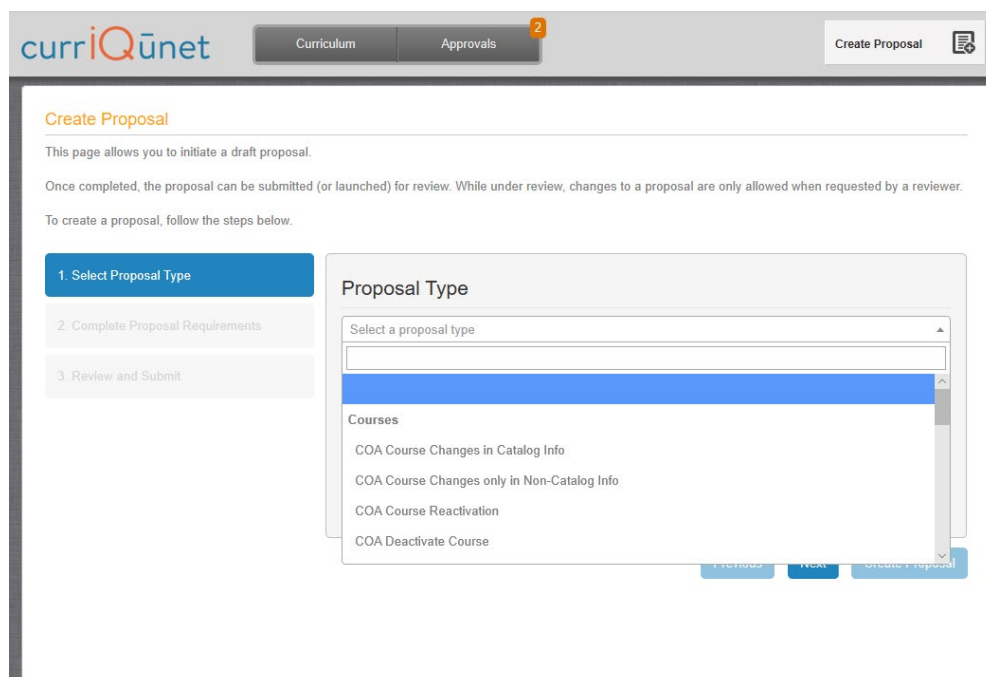
How to use CurriQunet

CurriQunet buttons:
CurriQunet is designed with a menu of "action" buttons. The buttons on the light grey strip at the top of the homepage include:

Curriculum: Allows you to see the course(s) program(s), Assessment(s) and/or Program
                          Review(s) that you can access.

Approvals: Allows you to approve requested changes in course proposals

Create Proposal: Allows you to create course proposals in CurriQunet

After a course proposal is created, you will see the course designated as being in DRAFT form in your list of courses. Click on the course draft (NOT the Reports Icon!) to open the draft and begin work.

IMPORTANT: Buttons in the open draft change color when that particular step is completed. <u>DO NOT RELY ON THE COLOR ENTIRELY</u>. Review each step in the action menu on the left side of the draft proposal carefully and thoroughly before moving on to the next, even if the color is green.

Cover: This is where the course title and description are updated
> Subject
> Course Number
> Title (in the current college catalog)
> Course Description (in the current course catalog)
> Justification: What role does this course play in the program, department or college
> Is this a Modular Course?
> Is this an Open Entry course?
> Can students earn credit by exam for this course?
> Are assignments at college level for this course?
> Are readings at college level for this course?
> Is this a CE course?

Co-Contributor
> Will anyone other than the originator be given access to modify this course?

Cross-Listed Courses
> Is there a cross-listed course for the course being updated?

List of Changes: This is where you explain the reason(s) for this course update proposal
> Articulation and/or Title 5 changes (to course catalog information)?
> Due to assessment results? (this usually means change in course catalog information)
> Due to changes in industry? (could lead to deactivation or reactivation proposal)
> Other: Usually non-catalog course "housekeeping" updates:
>> Update course duration (to tech in summer session and/or intersessions
>> Update course content
>> Update SLOs
>> Add or update Distance Education (DE) course delivery option
>> Update textbooks

Units/Hours: This is where you input hours, units, grading policy, minimum duration, enrollment maximum and repeatability

Hours:

Does this course have variable hours?

How many units are associated with this course?

Is this a lecture class or a lab class or a lecture/lab class?

Grading Policy:

Both Letter Grade or Pass/No Pass?

Both P/NP or Satisfactory progress?

Letter grade only?

Pass/No Pass only?

Satisfactory Progress only?

Minimum Duration: (shortest number of weeks in which the course can be taught)

6 weeks (can be taught in summer session)

8 weeks (can be taught in ½ semester blocks)

Full Semester

Less than 6 weeks (can be taught during 3-4 week intersession)

The default is "Full Semester".

Justification is needed if less than full semester is chosen

Enrollment Maximum: all courses are expected to accommodate 40 students

Justification if enrollment maximum is under or over 40

Examples: safety regulations, space constraints, need individualized attention

Repeatability: Is this course repeatable?

Justification needed is a course is repeatable

Selected Topic: Was this course offered previously as a Selected Topic (048)?

Degree/Transfer: This is where you input trackable codes to match local and state-wide programs
>Is this course Program Applicable?
>Don't worry about the Legacy Required or Meets GE/Transfer requirements areas

>**This section contains several Course Basics Codes (CB) for state data management.**
>CB03 TOP Code: Taxonomy of Programs for California Community Colleges Chancellor's Office

>>This code identifies the state-wide program of study for the course to be updated.
>>The TOP code can be found in the CoA Catalog listing for your course.

>CB04 Course Credit Code:
>>Is this course a Credit course – degree applicable?
>>Is this course a Credit course – not degree applicable?
>>Is this a Non-Credit course?

>CB08 Basic Skills Status:
>>Does this course teach foundation skills in reading, writing, math and/or ESOL?
>>>B – Course is a basic skills course
>>>N – Course is not a basic skills course

>CB09 SAM Codes: Student Accountability Model codes for CE programs
>>Apprenticeship
>>Advance Occupational
>>Occupational
>>Possible Occupational
>>Non-Occupational
>>Not Applicable (not a CE course)

>CB21 Levels Below: (Is this course below transfer level?) Only for Basic Skills courses
>>How far below transfer level is this course?
>>Not Applicable (not a basic skills course)

>CB24 Program Course Status: Is this course program applicable or certificate applicable?
>>1 – Program Applicable (yes, course is part of a program or certificate)
>>2 – Stand-Alone course (not part of a program or certificate)

>CB25 General Education requirements status:
>>A – Course is designed to meet specific English or Communication transfer requirements
>>B – Course is designed to meet specific Mathematics transfer requirements
>>C – Course is not transferrable but is designed to meet local analytical or math reqs
>>Y – Not Applicable

General Education: **This is where you put in the C-ID number for your course (if there is one) and**
note transfer trajectory

Transfers to CSU, UC?
Transfers to CSU only?
Non-transferrable?
Don't worry about the rest of the choices

Lecture/Lab Content: **This is where you specify what will be taught in this course**

Lecture: what topics will be covered, what percentage of the course duration will be spent on each topic?

Lab: what topics will be covered, what percentage of the course duration will be spent on each topic?

NOTE: If this is a lecture only course, be sure to write N/A in the lab section
If this is a lab only course, be sure to write N.A in the lecture section

Student Performance Objectives:

These are the exit skills that you expect students to learn from successfully completing this course.
Student performance Objectives (exit skills) are not assessed other than by the instructor in the class.

Student Learning Outcomes:

These are the SLOs that are assessed every semester and reviewed to measure student success.
Need at least one SLO, preferably three (ideally not more than three).

FIRST: Click the small box in front of the words Would you like to map these SLOs directly to ILOs?
The check box can be found directly above the dark grey "Outcome" strip on this page.

THEN: Click on the Add Item button on the right-hand side of the dark grey "Outcome" strip.
Type in the SLO, starting with appropriate Bloom's Taxonomy action words
Type in assessment method to be used for this SLO (exam? Discussion? Project?)
Map the SLO to the appropriate ILOs listed below the Assessment Method box.

IMPORTANT: Click the SAVE button in the bottom left-hand corner of this page to save this SLO!

REPEAT the above process until all of the course SLOs have been entered and saved.

SAVE the whole page before moving on by clicking the "SAVE" button in the lower right corner of the page.

Methods of Instruction: These are the method(s) that can be used to teach this course
>Check the Distance Education box if you want to have this teaching modality option
>Other Methods: check as appropriate

Distance Education: This is Part I of the CoA DE Addendum
>Check the "Will this course be available for Distance Education" box if you want to have this teaching modality available for this course. DO NOT check this box if you do not want this course to be available as an online offering.
>
>Distance Education Delivery Method: Check the appropriate box(es) to indicate that this course could be taught
>>100% online
>> 51% or more online   (Hybrid option)
>> Less than 51% online (Hybrid option)
>
>Recommended Maximum Student enrollment: Enter **40** as the maximum
>
>Need/Justification: Why should this course be offered online? Explain briefly.
>
>Are there differences between online and in-person course delivery with respect to student performance objectives, assignments or assessments (exams, projects, etc.)? **NO**
>
>Technical Issues: What equipment is needed? Current Course Management System (CMS)
>
>Accommodations for students with disabilities: **YES**
>>Affirm that the online course delivery will accommodate students with disabilities.
>
>Additional Resources: Are any additional resources needed to deliver this course online? **NO**

Instructor-Student Contact: This is Part II of the CoA DE Addendum
>This is where you specify the mode and frequency of instructor-to=student and student-to-student contact as mandated by recent Title 5 regulations

FIRST: Click on the Add Item button on the right-hand side of the dark grey "DE Contact" strip.

THEN: Click on the small arrow on the right-hand side of the Contact Type blank text box.
>Select a contact type (Announcement, or Discussion Board or Email, etc.)
>What is the frequency for this contact type: weekly? daily? For the duration of the class?

IMPORTANT: Click the SAVE button in the bottom left-hand corner of this page to save this contact!

NOTE: Use as many of the contact types as possible, be specific about frequency of use for all modalities (semester class, summer class, intersession class).

Assignments: This is where you list the out of class assignments for this course
>   Tie the assignments back to specific Student Learning Outcomes for this course.

Student Assessment: This is where you list the methods that will be used to evaluate student
>   **performance objectives (NOT SLO assessments)**
>   Always choose ESSAY if possible
>   Computation skills?
>   Non-Computational problem solving?
>   Skill demonstration?
>   Multiple choice test?
>   Other? Specify!

Requisites: This is where you specify the requisites or co-requisites for this course
>   NO course requisites – do nothing with this section
>   YES – check the small box in the top left-hand corner to open the Requisites section.

FIRST: Click on the Add Item button on the right-hand side of the dark grey "Requisites" strip.

THEN: Click on the small arrow on the right-hand side of the Requisite Type blank text box.
>   Select a requisite type (Pre-req, Co-req, Recommended prep, other)
>   Click on the small arrow on the right-hand side of the Subject blank text box.
>   Select the department for the requisite
>   Click on the small arrow on the right-hand side of the Requisite Course blank text box.
>   Select the course for the requisite

IF: If there is a non-course requirement for this course, type the requisite in the text box below the words Non Course Requirement

>   Condition: Can this requisite be taken at the same time as the course?
>   Must this requisite be completed before the course?

Content Validation: This is needed only when there are course pre-requisites or co-requisites

Texts, Readings and Materials: This is where you enter textbooks and other course support
>   **materials**
FIRST: Select a citation formatting style: APA or MLA
THEN: Click on the "Add a new record" button to start the process.
>   Complete all of the fields for a new entry. If you do not have the requested information,
>   enter – or XX to fill the box(es)
SAVE   Save the textbook update or entry by clicking the "Save" button in the lower left corner!

>   Repeat the above process for all textbooks, manuals, periodicals and/or software to be used in this course.
>   Use the "Other" section to indicate that instructor-curated content will be used and updated regularly.

Library: This is where you indicate which library services will be resources for this course.

Attached files: This is where you would attach evidence of consultation (if needed) or other documentation in support of creating this course (if it is a new course)

Codes/Dates: This final section is for recording monitoring codes for state agencies
        Complete only the code boxes following the Originator box (probably your name)
        Origination date: should be completed already, or leave blank
        CB00 State ID: Don't worry about this
        Original State Approval: Don't worry about this
        CB05: Course transfer status:
                Should match the transfer status chosen in the General Education step
        CB10: Course COOP Work Exp-ED status: Is this course part of Coop Ed or Work Experience?
        CB11: CA Classification Codes: Is this a non-credit course or a credit course?
                Should match the CB04 code in the Degree/Transfer section
        CB13: Special Class Status: Is this a Special Education course?
        CB22: If this is a non-credit course, in which category does it belong?
                If this is a Credit course, choose Y – Not Applicable
        CB26: Is this a basic skills support class?
                Should match the CB08 Basic Skills status
        Comment: enter any relevant comments here.
                Example: notes on consultation or conversations that support this course update.

ASSIST and ASSIST Preview: These are tools for Articulation Review

Overview of CurriQunet course approval process

Who does what and how long does it take?
There are 12 – 15 individual steps in the curriculum approval process. Curriculum updates can take between three to six months (or more) to work their way through the approval process. Courses must be approved through the entire process before updates, deactivations, reactivations and/or new courses can be offered at CoA. Plan ahead!

Originator creates a proposal in CurriQunet (Non-Catalog Course Update proposal or Change in Course Catalog proposal or a New Course Proposal or Course Deactivation proposal or Course Reactivation proposal). This action is recorded in CurriQunet as a "draft".

Originator completes all elements in the draft, then "launches" the draft into the Review process by clicking on the Launch button in the top right-hand corner of the draft page.

IMPORTANT: Originator should check the status of the proposal every few days to track progress through the review queue. **Tracking a proposal in CurriQunet is the Originator's responsibility**.

IMPORTANT: from now on, the Originator cannot make changes in the proposal unless the proposal is unlaunched or returned to the originator for requested changes/updates.

Proposal first goes to the Division Dean for review. Dean reviews and comments on proposal, which are noted in the comments section of the review page.

Proposal moved on to Department/Cluster Chair. Dept/Cluster chair reviews and approves the proposal or sends the proposal back to the originator with comments on why the proposal has been stopped. Originator is notified by email generated by CurriQunet regarding this action.

Proposal goes next to Librarian for review and suggestions, which are noted in the comments section of the review page.

Proposal moves on to SLO Review. SLO Reviewer makes suggestions for improvements, which are noted in the comments section of the review page.

Proposal is now ready for Technical Review. Tech Review takes place every 2nd and 4th Tuesday of the month from 1:30 p.m. to 3:30 p.m. by appointment. Originator must email Trish Nelson (pnelson@peralta.edu) to set up a Tech Review appointment. In some cases, changes will be needed. If changes to the proposal are needed, the proposal will be released back to the Originator for changes to be made.

IMPORTANT: **What to do if you are requested to make changes:**

- Log on to CurriQunet and find your course proposal (In Review status).
- Make necessary changes, then
- Click on your Approvals button in the light grey strip at the cop of the CurriQunet page (choices in that light grey strip include Curriculum, Approvals and Create Proposal).
- Select the course that you just updated from the list in your Approvals stream. This will open a History and Status window for that course proposal.
- In the top left corner of the page you will see an Action drop-down menu.
- Choose "Approve" from the drop-down menu, then
- Click on the Commit button on the right-hand side of the page (above the dark grey strip).
- You have now made the requested changes to the proposal and returned the proposal to Tech Review.

Proposal moves on to Articulation Review. The Articulation Officer reviews and comments on the proposal, releasing the proposal back to the originator if changes, clarifications or updates are needed. Follow the steps outlines above if Originator changes are requested.

Proposal moves to the Curriculum Specialist's queue, where the proposal is scheduled for review and approval at the next Curriculum Committee meeting. Curriculum Committee meets every 1st and 3rd Tuesday monthly from 1:00 p.m. to 3:00 p.m. in L-237. Originators are invited to attend the meeting at which their course proposal is presented for review.

Proposal is approved by Curriculum Committee and is scheduled for review at CIPD (Council on Instruction, Planning and Development). CIPD meets every 1st Monday from 1:00 p.m. – 4:00 p.m. at the Peralta District Office Boardroom.

Proposal is approved by CIPD and is scheduled for approval at the next Board of Trustees meeting. Board of Trustees meets at least once per month, on 2nd and occasional 4th Tuesdays monthly at 7:00 p.m. in the Peralta District Office Boardroom.

Proposal is approved by Board of Trustees.
If the proposal is a local non-catalog course update, the course update is then routed back to the CoA Curriculum Specialist for implementation.

If the proposal is for a catalog change, the course is then sent to the **Chancellor's Office for approval** and record updating before the course returns to the CoA Curriculum Specialist for implementation. This can take another three to six months before courses are available to be offered at CoA.

Who to contact for help with CurriQunet questions or issues:

The CoA Curriculum Committee members are happy to help you navigate CurriQunet and advise you on inputting information. Contact the Curriculum Chair, Tech Review Chair, Articulations Officer and/or the Curriculum Specialist on campus for further information. As of 10/22/2019, the following people are assigned to these positions:

Position	Name	Email contact
Curriculum Committee Chair	Jayne Smithson	jsmithson@peralta.edu
Tech Review Chair	Patricia ("Trish") Nelson	pnelson@peralta.edu
Articulation Officer	Vinh Phan	vinhphan@peralta.edu
Curriculum Specialist	Frank Nguyen Le	pnguyenle@peralta.edu