# Curriculum Committee Workflows and CurricUNET

**The Course Outline of Record (COR) is described in Title 5 §55002**.

| *Fields required by State Regulation* | *Additional Fields used on CSM CORs* |
|---|---|
| Course Number and Title | Student Learning Outcomes |
| Catalog Description | College Level Reading and Writing Assignments |
| Prerequisites/Corequisites/Recommended Preparation | Transfer/GE Information/C-ID |
| Units | TBA Hours |
| Total Contact Hours | Homework Hours |
| Course Content | |
| Objectives | |
| Instructional Methods | |
| Methods of Assessment | |
| Grading Criteria | |
| Outside of Class Assignments | |
| Required and Recommended Textbooks | |
| Repeatability | |
| Open Entry/Open Exit | |

**Curriculum Development Process…**

- Faculty author(s) in the discipline draft new or revise existing courses using the CurricUNET document management system to produce a proposal for a new course outline of record (COR).
- Proposed CORs are reviewed by the dean of the division.
- Technical Review Committee reads, comments and suggests changes; improvements for standardization; does SLO review; and checks for adherence to State, district or local practices, regulations or laws. The course may be sent back to the original authors to address any of these issues.
- When all edits have been made, the course can be placed on the next meeting agenda for the Committee on Instruction.
- The full Curriculum committee sees the CORs or programs after they have been moved to the agenda. The full committee also reads, comments and suggests changes.
- Faculty authors are expected to attend the meeting where their curricular item is being presented and voted on. If item is on substantive agenda, attendance is required or the issue will be postponed. Most COR and program items on the consent agenda may not require the attendance of the author, however the Chair may require it for specific circumstances.

- The committee will only review/vote on CORs or programs if the faculty author or their designee is in attendance.
- New and revised courses can be considered for General Education areas. The committee makes the final determination for placing courses in a GE area.

**Resources**

*California State Title V Regulations*
55002. Standards and Criteria for Courses
55061. Philosophy and Criteria for Associate Degree and General Education
55062. Types of Courses Appropriate to the Associate Degree
55063. Minimum Requirements for the Associate Degree

*Local – available on Curriculum Committee website*
GE Handbook
Curriculum Handbook
CurricUNET Instructions
Quick Reference Guide for Course Checklist

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## My Form Letter to Faculty (2019-2020)

Your username is :
Your password is : changeme
Curricular areas:
The website address is: http://curricunet.com/smcccd

After logging in, your menu items should have the headings 'Prefs' 'Build' 'Track' 'Links' 'Search'.

To create or revise a course you should choose 'Course' under the 'Build' header.
Revising Courses:

Choose 'Course' under the 'Build' header
You now have a menu item for 'Revise course'. A screen will show allowing you to choose your area(s). You can pick one course or show them all.
If you are revising a course, choose the COPY icon. You need to make a copy of the existing course rather than work in the active one.
Choose 'CSM Modified Course Proposal'.
Use the 'Course Checklist' on the right side menu to select an area to edit. If you have questions about the Checklist items – review the document The Quick Reference Guide for Course Checklist

Creating New Courses or Experimental Courses

Choose 'Course' under the 'Build' header
You now have menu item "Create course". For proposal type choose "College of San Mateo – CSM New Course".
Use the 'Course Checklist' on the right side menu to select an area to edit.
For a new course, you may need to talk to Ada Delaplaine to see which numbers are available for your discipline.

Banking Courses (Deactivation)

Choose 'Course' under the 'Build' header.
Choose 'Revise course'. A screen will show allowing you to choose your area(s). You can pick one course or show them all. Select your course to be banked.
Choose the COPY icon. You need to make a copy of the existing course rather than work in the active one.
Choose 'CSM Course Deactivation'.
The next page has a checklist. Choose Basic Course information and scroll down to the Justification For Board Report box. State why this course is being banked. Click SAVE. Click FINISH. Then SUBMIT on left side to send request to Dean and beyond.

After you have edited, saved and 'Finished' a course – a SUBMIT button will appear on the left side menu. SUBMIT means to send it to the workflow (dean, then Curriculum rep and COI Tech Review then full Curriculum committee).

There are a few additional documents that help with this process. You can find them on the Curriculum Committee website. The Quick Reference Guide for Course Checklist lists which sections need to be filled out.

8/22/2019