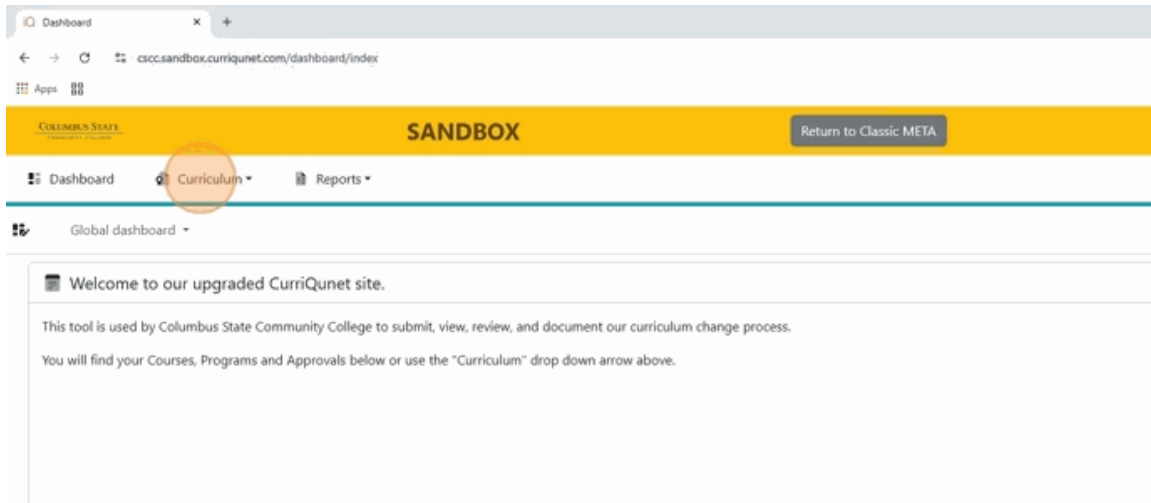


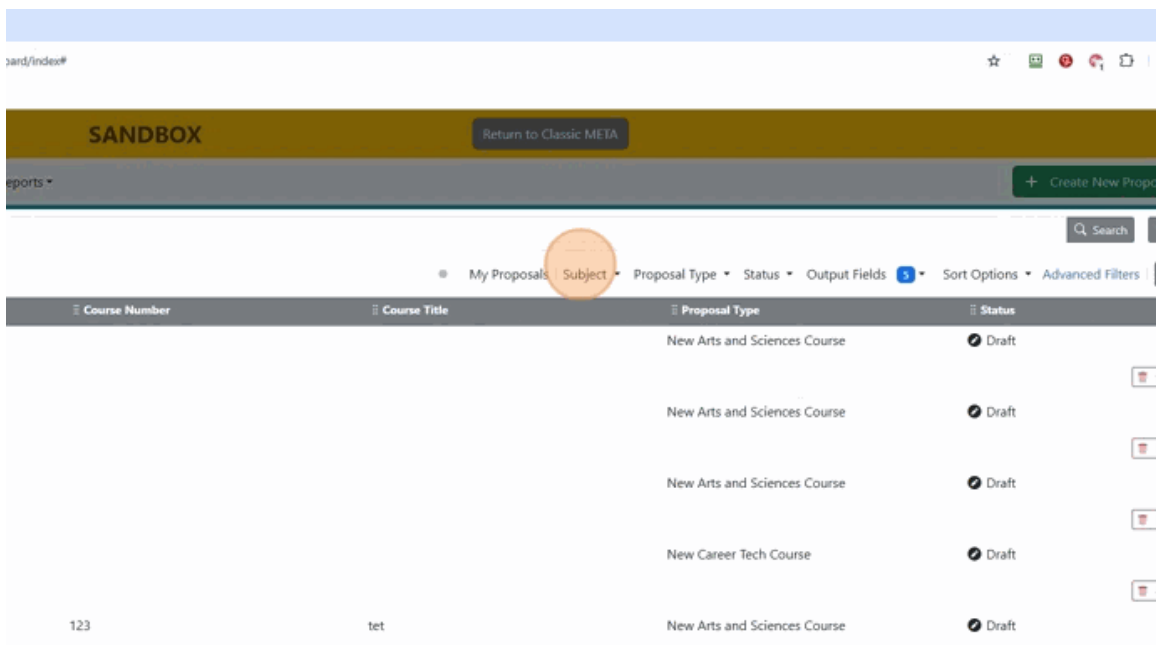
Course Modification (Routine or Significant) in CurriQunet

This guide provides the process for modifying courses in CurriQunet. By following the outlined steps, users can efficiently navigate the system to implement routine or significant changes to course offerings.

1. Login to cscs.curriculum.com. Enter your **Columbus State email address** and **CurriQunet password** (note: this is *not* your CSCC network password).

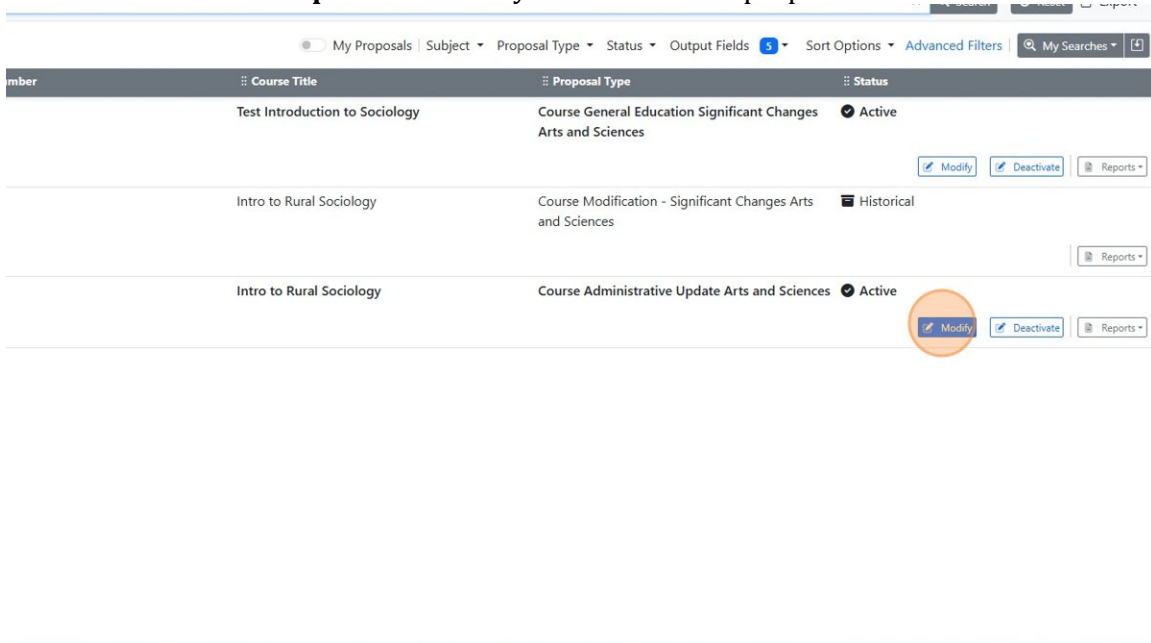


2. From the top menu, click **Curriculum → Course**. Use the **Search bar** or available **filters** (Organization, Subject, Proposal Type, etc.) to find the course you want to modify. Click **Search** to display results. Select the course you wish to update.

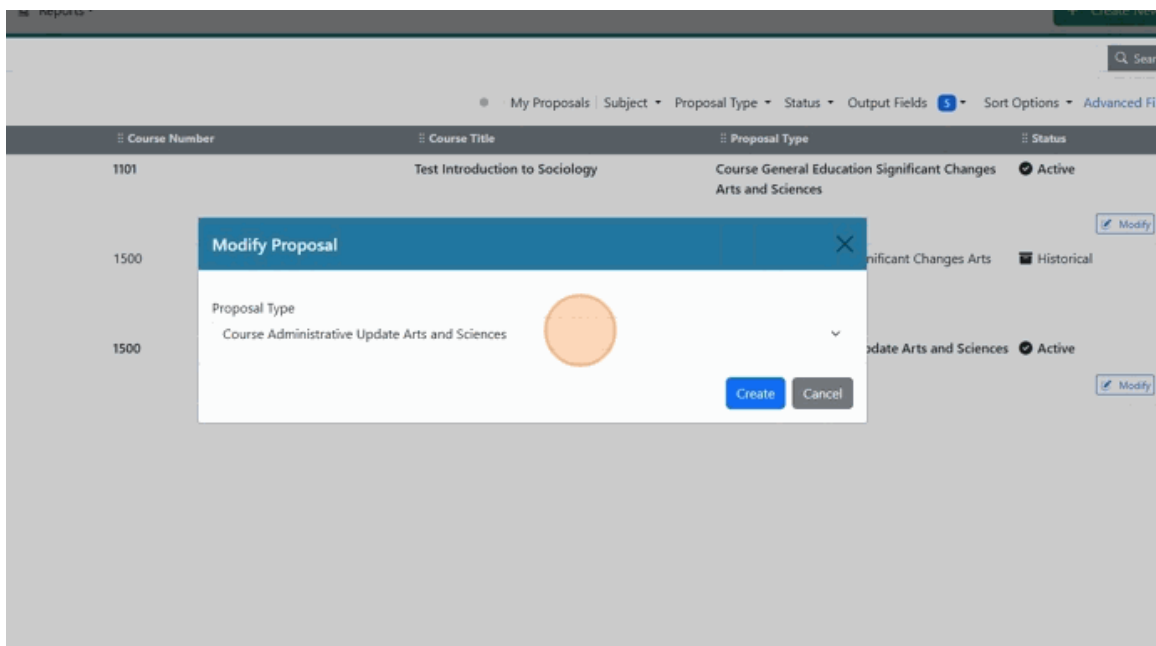


Course Modification (Routine or Significant) in CurriQunet

3. If the course is **active and eligible for modification**, a **Modify** button will appear in the lower-right corner. Click **Modify** to start a new proposal. When prompted, select whether this is a **Routine** or **Significant** change.
 - a. To determine which type applies, consult the [Routine and Significant changes guide](#) on the Curriculum Management website.
4. Click **Create Proposal** to launch your modification proposal.



Course Number	Course Title	Proposal Type	Status	Actions
	Test Introduction to Sociology	Course General Education Significant Changes Arts and Sciences	Active	Modify Deactivate Reports
	Intro to Rural Sociology	Course Modification - Significant Changes Arts and Sciences	Historical	Reports
	Intro to Rural Sociology	Course Administrative Update Arts and Sciences	Active	Modify Deactivate Reports



Modify Proposal

Proposal Type
Course Administrative Update Arts and Sciences

Create Cancel

5. Each course proposal follows a standard format. Review all sections carefully and update as appropriate:
 - a. **Pre-Proposal**

Course Modification (Routine or Significant) in CurriQunet

b. General Course Information

Form

cscc.sandbox.curriqunet.com/Form/Course/Index/5344

COLUMBUS STATE UNIVERSITY

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Return to Classic META

Dashboard Curriculum Reports

Form Sections

- Pre-Proposal
- General Course Information 2/2
- Course Type 2/2
- Requisites
- Course Restrictions
- Fees
- General Education Requirements
- Transferability

COURSE MODIFICATION - SIGNIFICANT CHANGES ARTS AND SCIENCES: SOC1500 - INTRO TO RURAL S

Pre-Proposal

Please Answer the Following Questions

Is this course planned to be reviewed as a potential TAG course? If so, which TAG?

Does CSCC currently offer other courses that meet this same TAG? If so, what are they?

Form Sections

- Pre-Proposal
- General Course Information 2/2
Last Updated: 10/7/2025 12:16:19 PM by Jeffrey Adams
- Course Type 2/2
- Requisites
- Course Restrictions
- Fees
- General Education Requirements
- Transferability
- Equivalent Courses
- Institutional Learning Goals and General Education Competencies
- Alignment of Learning Outcomes
- Units of Instruction

COURSE MODIFICATION - SIGNIFICANT CHANGES ARTS AND SCIENCES: SOC1500 - INTRO TO RURAL S

The rationale should provide a meaningful and relevant description of the proposed change. The rationale should also provide inform

Cost Center

Semesters to be offered

- ☒ Autumn
- ☒ Spring
- ☒ Summer

Course Modification (Routine or Significant) in CurriQunet

- c. **Review or edit the Impact Report to assess dependencies.** The impact report will showcase how a course is utilized in other programs and courses.

Proposal Impact: SOC1500 - Intro x +

x.curriqunet.com/Report/GetReport?entityId=5301&entityType=Course&reportId=3 ☆

Proposal Impact Report

SOC1500 - Intro to Rural Sociology **Course Administrative Update Arts and Sciences** Columbus State Community College
Course Requisites This course is not being used as a requisite for any course
Programs This course is incorporated into the following program(s): <ol style="list-style-type: none">1. Program Modification-Associates "Active" Associate of Arts Degree2. Program Update Administrative Only-Associates "Active" Associate of Science Degree3. Program Update Administrative Only-Certificate "Active" OT 36 - Ohio Transfer 36 Module4. Program Update Administrative Only-Major "Active" Associate of Arts - Human Development and Family Science5. Program Update Administrative Only-Associates "Draft" Associate of Arts Degree6. Program Update Administrative Only-Associates "Draft" Associate of Science Degree7. Program Update Administrative Only-Certificate "Draft" OT 36 - Ohio Transfer 36 Module8. New Program-Associates "In Review" Automotive Technology - Honda PACT A.A.S.

Generated on: 10/7/2025 12:10:38 PM

6. Continue to update the follow sections until completed:
- a. **Course Type**
 - b. **Requisites**
 - c. **Course Restrictions.**
 - d. **Fees**
 - e. **Technical Non Technical, and General Education Requirements**
 - f. **Transferability**
 - g. **Equivalent Courses**
 - h. **Student Learning Outcomes**
 - i. **Units of Instruction**
 - j. **Course Materials**
 - k. **Attached Files**

Course Modification (Routine or Significant) in CurriQunet

Course Modification (Routine or Significant) in CurriQunet

Last Updated: 10/7/2025 12:18:13 PM by Jeffrey Akers

Course Restrictions
Last Updated: 10/7/2025 12:18:28 PM by Jeffrey Akers

Fees

General Education Requirements
Last Updated: 10/7/2025 12:18:50 PM by Jeffrey Akers

Transferability

Equivalent Courses

Institutional Learning Goals and General Education Competencies
Last Updated: 10/7/2025 12:19:24 PM by Jeffrey Akers

Alignment of Learning Outcomes
Last Updated: 10/7/2025 12:19:48 PM by Jeffrey Akers

Units of Instruction
Last Updated: 10/7/2025 12:20:00 PM by Jeffrey Akers

Course Materials
Last Updated: 10/7/2025 12:20:12 PM by Jeffrey Akers

Attached Files

Codes/Dates 1/1

Choose Files No file chosen Upload

Attachments

Download	Title
Download	Course Details Form SOC 1500.pdf
Download	SOC 1500 Syllabus Example.pdf
Download	Artifacts-SOC-1500.pdf
Download	SOC 1500 Learning Outcome Template- Social and Behavioral Sciences.pdf

Examples include - Lab Fee Itemization/Rationale, Memo/Email confirming affected chairs have been notified and Weekly Timeline of U

7. Click Launch to officially place your proposal in the curriculum review process

Return to Classic META

Jeff Akers

Create New Proposal Search

IFICATION - SIGNIFICANT CHANGES ARTS AND SCIENCES: SOC1500 - INTRO TO RURAL SOCIOLOGY Draft Complete Form Properties

Reports Launch Delete

Summary View

Intro to Rural Sociology (3.0)

Introduction to rural sociology and development, this course will survey contemporary issues in rural society throughout the world, paying special attention to the U.S. and developing countries. The course will introduce sociological theories, methods and concepts and apply them to agriculture, natural resources, rural social institutions and communities, population growth and change, environment, and development. Students with credit (grade of D or above) for SOC 1101 can not register for this course. Lab Fee: \$4.00

Properties to select co-contributors and assign permissions.

Course Modification (Routine or Significant) in CurriQunet

- Users can compare versions of the course by running a "**Report**". Click the Reports option and select the type of report you'd like to run. Most users run the "**Abridged Comparison**".

The screenshot shows the CurriQunet web application interface. At the top, there is a yellow header bar with the 'D BOX' logo, a 'Return to Classic META' button, and a user profile for 'Jeff Akers'. Below the header, there is a green button labeled '+ Create New Proposal' and a search bar. The main content area displays the course title 'Arts and Sciences: SOC1500 - Intro to Rural Sociology'. On the right side of this area, a circular orange button labeled 'Reports' is highlighted with a red circle. Below the course title, there is a section for 'New level' with a description: 'ect and it will automatically skip anyone it is currently waiting on. The action will be recorded.'

Step Type	User Fullname	Action	Action Comment
Required	Jeff Akers	Pending	-
Required	Laurie Johns	Pending	-

The screenshot shows the CurriQunet web application interface with a 'Select Comparison Target' dialog box open. The dialog box has a blue header and contains the text 'Please select the version to compare against'. Below this text, there is a list of course versions: 'SOC1500 - Intro to Rural Sociology (Active - Implemented 02-18-2025)'. A red circle highlights this list item. In the background, the main content area shows the course title 'Arts and Sciences: SOC1500 - Intro to Rural Sociology' and a 'Run Report' button. Below the dialog box, there is a table with columns for 'Step', 'Step Type', 'User Fullname', 'Action', and 'Action Comment'.

Step	Step Type	User Fullname	Action	Action Comment
Curriculum Management	Required	Laurie Johns	Pending	
Curriculum Management	Required	Jeff Akers	Launch	

Course Modification (Routine or Significant) in CurriQunet

- Once the report runs, you can see on the left the original version with areas that were changed in **Red**. On the right are areas as they are changed in **Green**.

Assessment Methods
Lecture, class discussions, videos and computer activities

Course Materials

Textbook

- Title **Rural People & Communities in the Twenty-First Century**
Author Brown, David & Kai A Schafft
Publisher Polity Press, Cambridge UK
ISBN
Year

Codes/Dates

Catalog Course Summary View
SOC 1500—Intro to Rural Sociology (3.0)
Lecture 3.0. As an introduction to rural sociology and development, this course will survey contemporary issues in rural society throughout the world, paying special attention to the U.S. and developing countries. This course will introduce sociological theories, methods and concepts and apply them to agriculture, natural resources, rural social institutions and communities, population growth and change, globalization, environment, and development. Students with credit (grade of D or above) for SOC 1101 can not register for this course. Lab Fee: \$4.00

Assessment Methods
Lecture, class discussions, videos and computer activities

Course Materials

Textbook

- Title **See attached syllabus**
Author Brown, David & Kai A Schafft
Publisher Polity Press, Cambridge UK
ISBN
Year

Codes/Dates

Catalog Course Summary View
SOC 1500—Intro to Rural Sociology (4.0)
Lecture 3.0. As an introduction to rural sociology and develop issues in rural society throughout the world, paying special at course will introduce sociological theories, methods and conc resources, rural social institutions and communities, populatic environment, and development. Students with credit (grade c this course. Lab Fee: \$4.00

Units of Instruction

Unit

- Unit **Introduction to sociology and rural sociology,**
Weekly Learning Objective/Goal
Assignment Type
Assessment Methods
Lecture, class discussions, videos and computer activities

Course Materials

Textbook

- Title **Rural People & Communities in the Twenty-First Century**
Author Brown, David & Kai A Schafft
Publisher Polity Press, Cambridge UK
ISBN
Year

Codes/Dates

Catalog Course Summary View

Units of Instruction

Unit

- Unit **See attached syllabus**
Weekly Learning Objective/Goal
Assignment Type
Assessment Methods
Lecture, class discussions, videos and computi

Course Materials

Textbook

- Title **See attached syllabus**
Author Brown, David & Kai A Schafft
Publisher Polity Press, Cambridge UK
ISBN
Year

Codes/Dates

Catalog Course Summary View

Course Modification (Routine or Significant) in CurriQunet

10. You can always check the status of a proposal by going into the **View Proposal History** area.
 - a. This area allows you to see the **History, Status, Level Summary**, and any relevant attachments to the proposal.

[Dashboard](#) [Curriculum](#) [Reports](#)

Proposal Launched

Course Modification - Significant Changes Arts and Sciences: SOC1500 - Intro to Rural Sociology

[View Course Proposal](#)

Take action as an administrator

Select One

[Click here to administratively move proposal to new level](#)

By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

[History](#) [Status](#) [Level Summary](#) [Attachments](#)

Action Date	Step	Step Type	User Fullname	Action
	Curriculum Management	Required	Jeff Akers	Pending
	Curriculum Management	Required	Laurie Johns	Pending
10/7/2025 12:21:07 PM	Originator	Required	Jeff Akers	Launch

11. Exit out of a proposal by clicking “**Dashboard**”.

[Apps](#)

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[Return to Classic META](#)

[Dashboard](#) [Curriculum](#) [Reports](#)

Proposal Launched

Course Modification - Significant Changes Arts and Sciences: SOC1500 - Intro to Rural Sociology

[View Course Proposal](#)

Take action as an administrator

Select One

[Click here to administratively move proposal to new level](#)

By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

[History](#) [Status](#) [Level Summary](#) [Attachments](#)

Select file(s) to upload

[Choose Files](#) No file chosen

There are no attachments