

CurricUNET – Creating a New Course Proposal

To create the new course you will need to create a proposal by clicking on “Create Proposal”, then selecting the appropriate “New Course” paying attention to the correct Division as that will impact the workflow. Finally, select “Next”

Columbus State Community College | ljohns@csc.edu | Settings

Curriculum | Approvals 93 | Create Proposal

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Type

Select a proposal type

- ILG Update Career Tech
- New Arts and Sciences Course**
- New Career Tech Course
- New General Education Course Proposal Arts and Sciences
- New General Education Course Proposal Career Tech

Programs

- New Program

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Select the appropriate Subject, Add the Course Number, the Course Title, and the Catalog Description of the new course. Then click “Next”

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Minimum Requirements

Fill out all of the fields below.

Subject*
(ENGL) English

Course Number*
0198

Course Title*
Accelerated Learning

Catalog Description*
This is a test situation.

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Verify the information is correct and click “Create Proposal”

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2. Complete Minimum Requirements
3. Review and Submit

Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

New Arts and Sciences Course

Subject: **(ENGL) English**
Course Title: **Accelerated Learning**
Catalog Description: **This is a test situation.**
Course Number: **0198**

If this is correct press Create Proposal.

Previous Next **Create Proposal**

For New courses the following tabs should be completed for the Pre-Proposal and approval phase; The Pre-Proposal, General Course Information, Course Type, Requisites, Course Restrictions and Lab Fees. All fields on each of these tabs should be completed. Once you are ready for the course to enter the pre-approval workflow, click on “Launch”.

New Arts and Sciences Course: ENGL 0198 - Accelerated Learning

Status: Draft Remaining Launch Requirements: 0 [Launch] [Delete Draft]

Pre-Proposal

Last updated by Laurie Johns on 9/25/2017 at 2:25 PM

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?

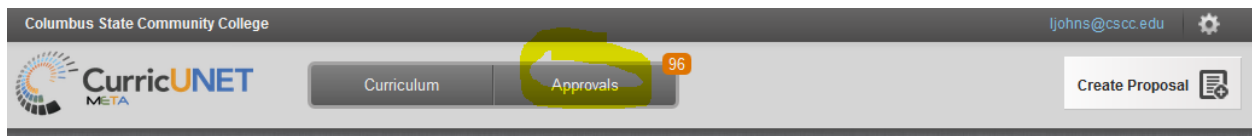
Is this course planned to be reviewed as a potential OTM course? If so, which OTM category?

Does CSCC currently offer other courses that meet this same OTM category?

If the answer to any of the questions above is yes, please explain why it is important to offer this if it is an additional course in a particular category:

You will receive a Nightly Notification email when your pre-proposal has received initial approval and you can then start the full development phase.

After log in on the initial landing page, click on the “Approvals” button and then click on the course you are intending to work on.



Approvals Proposal Type:All Position:All Subject:All Organizations:All

Title Search

Proposal Type	Organization	Subject	Proposed/Original Step Title	Position	Pending Changes	Reports
New General Education Course Proposal Arts and Sciences		ENGL	0199 Accelerated Learning Program English	Originator	Yes	

Once you are on the course status page, select the “View Course Proposal” button to get to the page where all of your tabs are. You will complete all the remaining tabs (see screen shot on next page) and then take action from the Course Status Page shown below by clicking the drop down arrow and selecting “Changes Made” and then click “Commit” to move the course back into the workflow for full review.

Approval Update for Originator
New General Education Course Proposal Arts and Sciences: ENGL 0199 - Accelerated Learning Program English

View Course Proposal Course Outline Impact All Fields

Action Changes made

Comments

Commit

Action Date	Step	Step Type	User Fullname	Action	Action Comment
12/06/2016 02:41 PM	Originator	Required	Joan Petrusky	Pending	
	Curriculum Management	Required	Laurie Johns	Info Missing	The Pre-approval for this course has been reviewed and approved. Please complete full course development by filling in all fields on all tabs, beginning with the "Course Restrictions" tab and excluding the "Codes/Dates" tab.

During this final stage of development you should complete the remaining tabs – all fields, saving as you work, and then before reviewing on more time before you take action to move it into the review.

New Arts and Sciences Course: ENGL 0198 - Accelerated Learning

Status: Draft Remaining Launch Requirements: 0 Launch Delete Draft

Pre-Proposal
Last updated by Laurie Johns on 9/25/2017 at 2:25 PM

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?

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

Does CSCC currently offer other courses that meet this same OTM category?

If the answer to any of the questions above is yes, please explain why it is important to offer this if it is an additional course in a particular category:

Navigation Menu:

- Pre-Proposal
- General Course Information
- Course Type
- Requisites
- Course Restrictions
- Fees
- General Education Requirements
- Transferability
- Equivalent Courses
- Institutional Learning Goals and Gen Ed Outcomes
- Student Learning Outcomes
- Units of Instruction
- Course Materials
- Attached Files
- Codes/Dates

Remember to attach any lab fee analysis to support the fees you will be charging and also to attach a course syllabus.