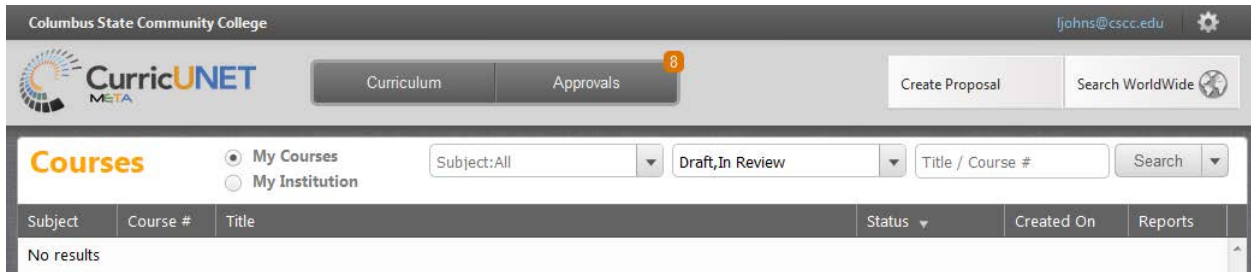


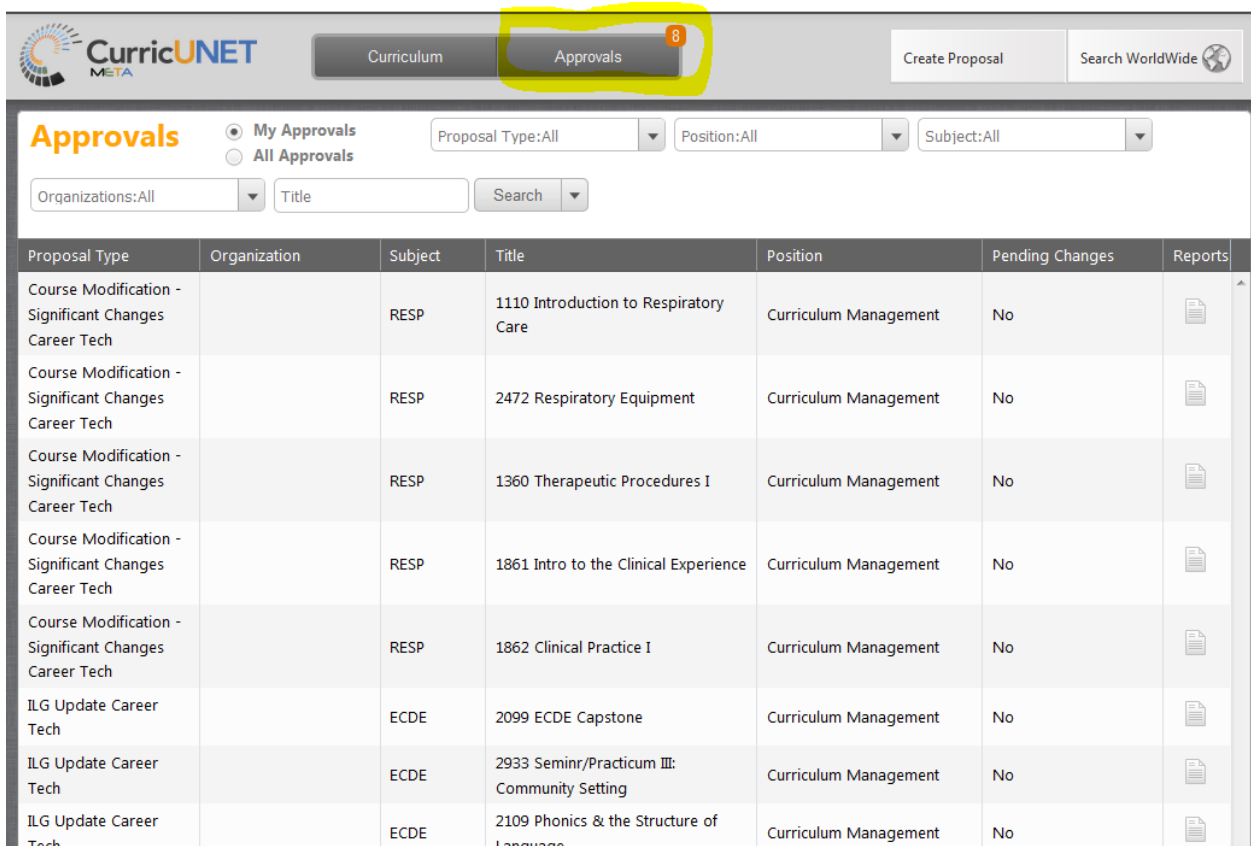
## Steps for reviewing and approving a course in CurricUNET

Once you have logged onto CurricUNET, you will see an orange flag over the Approvals box if there is anything for you to review. In the example below, there are 8 items to be reviewed and acted on.



The screenshot shows the CurricUNET interface for Columbus State Community College. The user is logged in as jjohns@csc.edu. The 'Approvals' button is highlighted with an orange flag and the number 8, indicating 8 items for review. The 'Courses' section shows a search for 'Draft, In Review' with 'No results' displayed.

By clicking on the Approvals button, you will navigate to the list of courses that are ready for your review.



The screenshot shows the 'Approvals' page in CurricUNET. The 'Approvals' button is highlighted with a yellow box and has an orange flag with the number 8. The page displays a list of 8 courses for review, with columns for Proposal Type, Organization, Subject, Title, Position, Pending Changes, and Reports.

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
Course Modification - Significant Changes Career Tech		RESP	1110 Introduction to Respiratory Care	Curriculum Management	No	
Course Modification - Significant Changes Career Tech		RESP	2472 Respiratory Equipment	Curriculum Management	No	
Course Modification - Significant Changes Career Tech		RESP	1360 Therapeutic Procedures I	Curriculum Management	No	
Course Modification - Significant Changes Career Tech		RESP	1861 Intro to the Clinical Experience	Curriculum Management	No	
Course Modification - Significant Changes Career Tech		RESP	1862 Clinical Practice I	Curriculum Management	No	
ILG Update Career Tech		ECDE	2099 ECDE Capstone	Curriculum Management	No	
ILG Update Career Tech		ECDE	2933 Seminar/Practicum III: Community Setting	Curriculum Management	No	
ILG Update Career Tech		ECDE	2109 Phonics & the Structure of Language	Curriculum Management	No	

To Review any of the courses listed, simply hover over the course title and left click - the course in question will appear.

**Approval Update for Curriculum Management**  
**Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care**


View Course Proposal Course Outline Comparison Impact All Fields

Action

Comments

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Curriculum Management	Required	Laurie Johns	Pending	
08/31/2016 07:35 AM	Originator	Required	Andrea Pifher	Launch	Launch

At this point, you have several reports that you can view to assist you in reviewing the submission. I would recommend using the **Comparison Report** as it gives you the highlights of what has changed. Everything in black font is the current state of the course. The items that are in green highlight are additions to the course. Items with a strike through and red highlights are being removed.

 Curriculum Approvals <sup>8</sup>

**Approval Update for Curriculum Management**  
**Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care**

View Course Proposal Course Outline **Comparison** Impact All Fields

Action

Comments

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	Curriculum Management	Required	Laurie Johns	Pending	
08/31/2016 07:35 AM	Originator	Required	Andrea Pifher	Launch	Launch

By clicking on "Comparison" you can pull up the report. *Only a portion of the full report is displayed below. Please note the current version of the course is on the left and the proposed version is on the right.*

*Items in red on the left hand side are items that are being removed and items in green on the right hand side are items being added.*

Comparison	
Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care	
<h3>Pre-Proposal</h3> <hr/> <p>Please Answer the Following Questions</p> <p>Is this course planned to be reviewed as a potential TAG course? If so, which TAG?</p> <p>No</p> <p>Does CSCC currently offer other courses that meet this same TAG? If so, what are they?</p> <p>No</p> <p>Is this course planned to be reviewed as a potential OTM course? If so, which OTM category?</p> <p>No</p> <p>Does CSCC currently offer other courses that meet this same OTM category?</p> <p>No</p> <p>Is this course planned to be reviewed as a potential CTAC? If so, for which</p>	<h3>Pre-Proposal</h3> <hr/> <p>Please Answer the Following Questions</p> <p>Is this course planned to be reviewed as a potential TAG course? If so, which TAG?</p> <p>No</p> <p>Does CSCC currently offer other courses that meet this same TAG? If so, what are they?</p> <p>No</p> <p>Is this course planned to be reviewed as a potential OTM course? If so, which OTM category?</p> <p>No</p> <p>Does CSCC currently offer other courses that meet this same OTM category?</p> <p>No</p> <p>Is this course planned to be reviewed as a potential CTAC? If so, for which</p>
<h3>General Course Information</h3> <hr/> <p><b>Course Title</b> Introduction to Respiratory Care</p> <p><b>Abbreviated Course Title</b> Intro <b>Respiratory</b> Care</p> <p><b>Subject Code</b> RESP</p> <p><b>Course Number</b> 1110</p> <p><b>Course Description</b></p> <p>This course introduces students to the role and responsibilities of the respiratory therapist. Emphasis will be placed physical examination techniques and general respiratory therapeutics. Fundamental concepts including effective communication skills, legal and ethical principles, and infection control will be presented.</p> <p><b>Requested Effective Start Date</b></p> <p><b>Start Year</b> 2017</p> <p><b>Semester</b> 2016</p> <p><b>Rationale for the New/Modification Course (Modification requires description of changes)</b></p> <p>RESP 1110 was changed for new 65 hour plan of study. The "new" RESP 1110 was taught this past summer semester. Course learning objectives were achieved in a shorter amount of time than anticipated. The additional time will allow learning objectives that had been previously removed to be reincorporated back into the course. This will allow students to be more prepared for the following semester.</p> <p><b>Cost Center</b></p> <p><b>Semesters to be offered:</b></p>	<h3>General Course Information</h3> <hr/> <p><b>Course Title</b> Introduction to Respiratory Care</p> <p><b>Abbreviated Course Title</b> Intro <b>to Resp</b> Care</p> <p><b>Subject Code</b> RESP</p> <p><b>Course Number</b> 1110</p> <p><b>Course Description</b></p> <p>This course introduces students to the role and responsibilities of the respiratory therapist. Emphasis will be placed physical examination techniques and general respiratory therapeutics. Fundamental concepts including effective communication skills, legal and ethical principles, and infection control will be presented.</p> <p><b>Requested Effective Start Date</b></p> <p><b>Start Year</b></p> <p><b>Semester</b></p> <p><b>Rationale for the New/Modification Course (Modification requires description of changes)</b></p> <p>RESP 1110 was changed for new 65 hour plan of study. The "new" RESP 1110 was taught this past summer semester. Course learning objectives were achieved in a shorter amount of time than anticipated. The additional time will allow learning objectives that had been previously removed to be reincorporated back into the course. This will allow students to be more prepared for the following semester.</p> <p><b>Cost Center</b> RESP</p> <p><b>Semesters to be offered:</b></p>

**View Course Proposal** – Allows you to navigate through all of the tabs for development of the course. You may go tab by tab through the course to review all details of the course.

**Approval Update for Curriculum Management**  
**Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care**

[View Course Proposal](#) [Course Outline](#) [Comparison](#) [Impact](#) [All Fields](#)

Action

Comments

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Curriculum Management	Required	Laurie Johns	Pending	
08/31/2016 07:35 AM	Originator	Required	Andrea Pifher	Launch	Launch

**Course Outline** – This report gives you a version of our old Course Proposal From

**Approval Update for Curriculum Management**  
**Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care**

[View Course Proposal](#) [Course Outline](#) [Comparison](#) [Impact](#) [All Fields](#)

Action

Comments

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Curriculum Management	Required	Laurie Johns	Pending	
08/31/2016 07:35 AM	Originator	Required	Andrea Pifher	Launch	Launch

**Impact** – This report tells you how this course is inter related to other courses here at CSCC. It tells which courses and programs depend on this course along with prereqs and coreqs for the course.

**Approval Update for Curriculum Management**  
**Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care**

[View Course Proposal](#)
[Course Outline](#)
[Comparison](#)
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[All Fields](#)

Action:

Comments:

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Curriculum Management	Required	Laurie Johns	Pending	
08/31/2016 07:35 AM	Originator	Required	Andrea Pifher	Launch	Launch

**All Fields** – This report simply provides all the data fields of the course.

**Approval Update for Curriculum Management**  
**Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care**

[View Course Proposal](#)
[Course Outline](#)
[Comparison](#)
[Impact](#)
[All Fields](#)

Action:

Comments:

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Curriculum Management	Required	Laurie Johns	Pending	
08/31/2016 07:35 AM	Originator	Required	Andrea Pifher	Launch	Launch

Once you have reviewed the course, you may take “Action” by selecting the appropriate action from the drop down menu and clicking “Commit”.

**Approval Update for Curriculum Management**  
**Course Modification - Significant Changes Career Tech: RESP1110 - Introduction to Respiratory Care**

[View Course Proposal](#) [Course Outline](#) [Comparison](#) [Impact](#) [All Fields](#)

Action: Select One

Comments

[Commit](#)

If you do not approve or move it forward, please provide a statement as to why you are rejecting or denying the submission. Please note the information in the Comments box is recorded and viewable as part of the history of this course.

Once you have taken action on the course proposal, you should arrive at this screen

**CurricUNET** META

Curriculum Approvals 7 Create Proposal Search WorldWide

**Approvals** My Approvals All Approvals Proposal Type:All Position:All Subject:All

Organizations:All Title Search

Your comments and action have been saved

[Close to continue](#)

Proposal Type	Organization	Title	Pending Changes	Reports
Course Modification - Significant Changes Career Tech			No	
Course Modification - Significant Changes Career Tech	RESP	1360 Therapeutic Procedures I	No	
Course Modification -				

Please note that the orange flag should have decreased by one item (in red circle) and then click on “Close to continue” (yellow oval).

You may now review and act on the next course or program in your queue.