

**currlQunet**

**META**

**USER GUIDE**

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# Using META

## OVERVIEW

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Curricunet META is the curriculum database for viewing current and historical courses and programs, and developing, submitting, and approving new and changed curriculum.

There are four types of records in META:


- Active: the current/offered version of a course or program
- In-Review: a new or change proposal that is launched and is in the curriculum workflow  
*Once a proposal is launched, it is locked from changes, unless it is returned for revisions*
- Draft: a new or change proposal that has not yet been “launched” into the workflow
- Historical: a prior version of a course or program

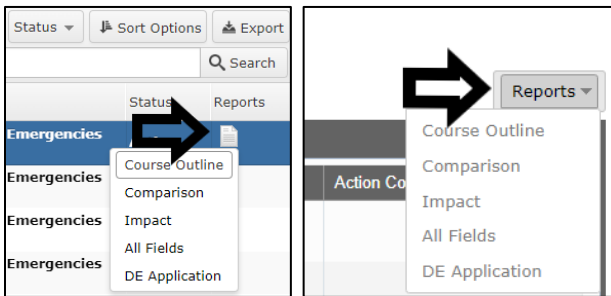
## QUESTIONS

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- For questions about curriculum, contact your departments Curriculum Committee [representative](#).
- For questions about articulation, transferability, and GE credit, contact [Estela Narrie](#), Articulation Officer.
- You can also contact the Curriculum Chair or the Curriculum Vice Chair.
- To request a META account or for META technical issues, contact [Rachel Demski](#), Curriculum Specialist.
- For a full list of handbooks and reference materials for Curriculum, please visit the [Resources](#) page.

## REPORTS

META contains reporting functions for courses and programs that can be accessed throughout the database. Reports can be accessed by clicking on the report icon  or the “reports” button:



### Course Reports

- Course Outline: the course outline of record
- Impact: shows curriculum the course is “attached” to – requisites, cross-listings, programs the course is in
- All Fields: displays every field and detail in the entire course proposal
- Comparison: highlights changes between course records; “old” version on left; “new” version on right

### Programs

- Comparison: highlights changes between program records; “old” version on left; “new” version on right
- All Fields: displays every field and detail in the entire program proposal
- Program Summary: the program overview report, showing the title, description, PLOs, and courses

### Historical/Status Reports

Additionally, historical and status details on a record can be viewed by clicking the row of a course or program:

3. Course - Change: TEMPLATE 123 - TEST

[View Course Proposal](#) Reports ▾

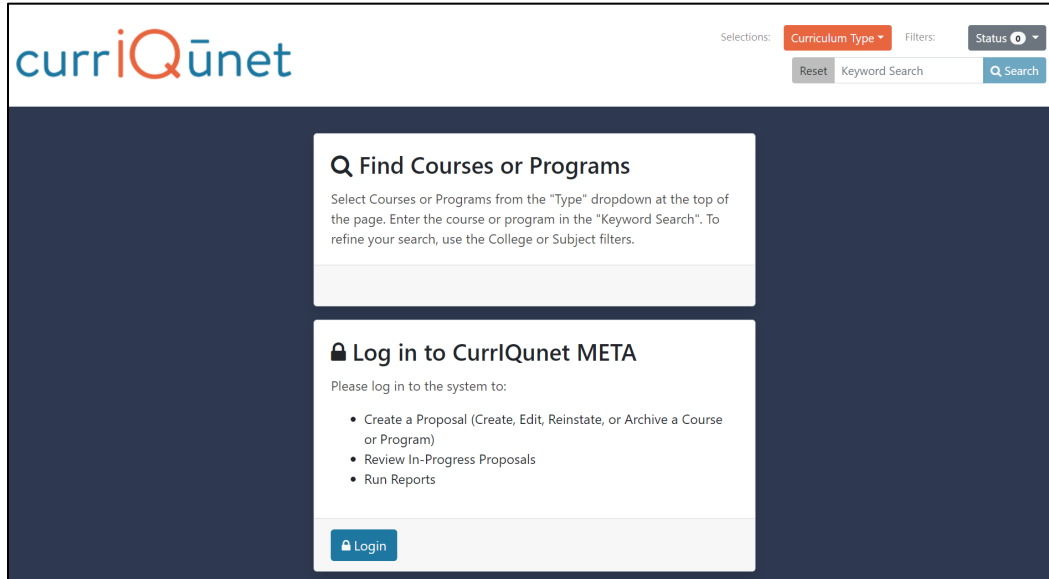
Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Originator	Required	Rachel Demski	Pending	
08/12/2022 09:27 AM	Curriculum Representative	Required	Rachel Demski	Request Changes	Needs a prerequisite worksheet attached.
08/09/2022 05:07 PM	Originator	Required	Rachel Demski	Launch	Launch

- History Tab: shows who has approved the course so far and any comments  
“Legacy” records have a blank history – they were imported to the original Curruncet in 2011
- Status Tab: shows the current workflow of the proposal and past or pending approvals
- View Proposal: shows the course or program proposal detail screen(s)
- Reports: includes COR, All Fields, Comparison, Impact (and Program Summary report for programs)

## ACCOUNTS/LOGGING IN

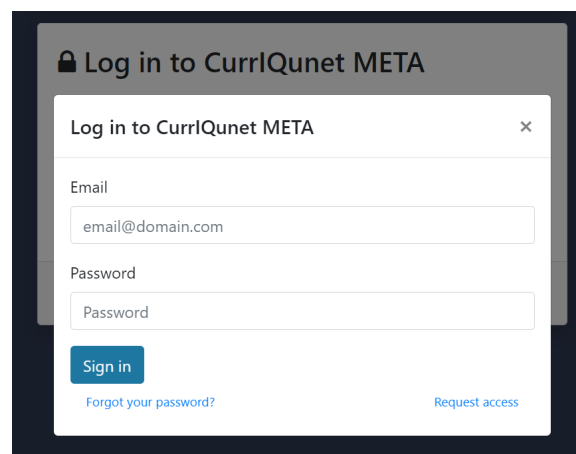
### New Users

- If you had an account in the original Curricunet (V2), your log-in details have been transferred to META
- To request an account, email the [Curriculum Specialist](#) and include the discipline(s) you need access to
- Your account set-up email will contain details on logging in and changing your password



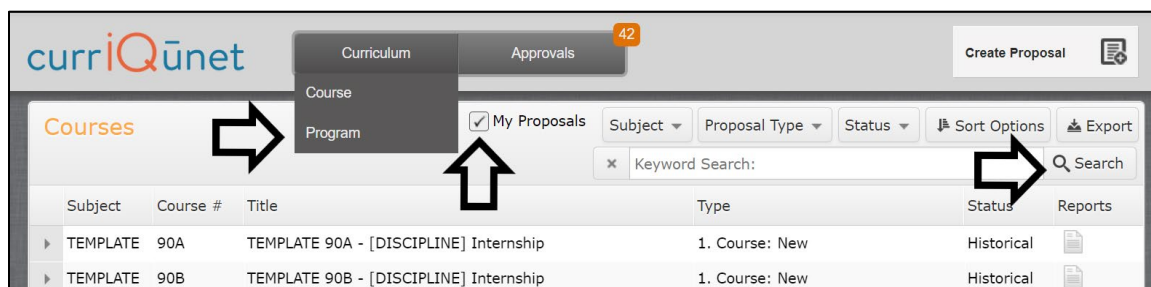
### Existing Users

- If you need additional access to discipline(s), email the [Curriculum Specialist](#)
- If you forgot your password:
  - Click “Login”, “Forgot your password?”, enter your email, and click “Reset Password”
  - You will receive an email from META with instructions for changing your password.
  - Sometimes password reset emails are filtered out by the spam system ([Barracuda](#)). Check the spam folder – the email will show as from sender “noreply@curriqunet.”



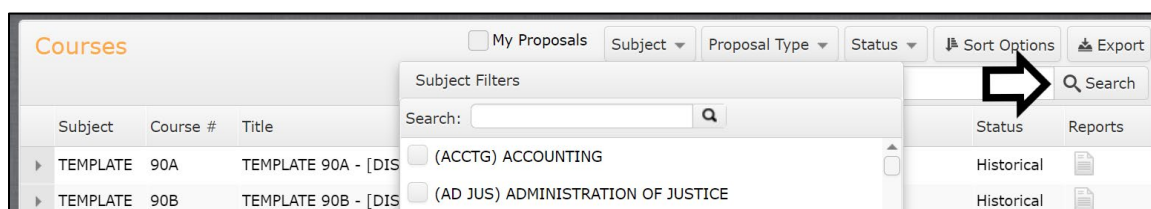
## SEARCHING COURSES AND PROGRAMS

- The homepage shows all courses and their status (historical, active, in-review, and draft)
- To view programs, click “Curriculum”, then “Program”
- The list is set to show only “My Proposals” (courses and program proposals you’ve submitted) by default  
*To view all courses and programs, uncheck the “My Proposals” button and click “Search”*



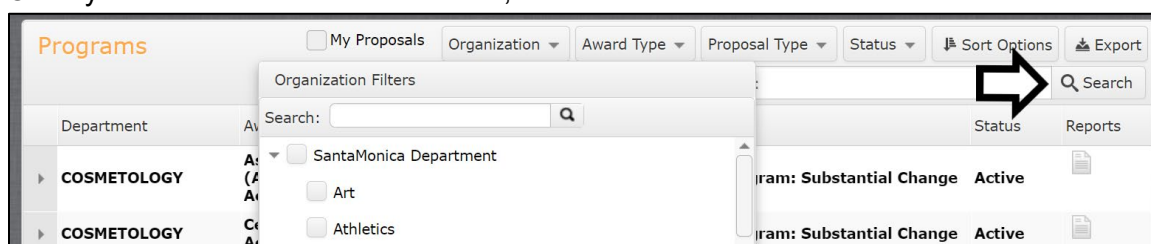
### Searching Courses

- To search a course, use the keyword search bar and/or the filter menus by checking boxes:
  - Subject (Discipline)
  - Proposal Type (New, Change, DE, Global Citizenship, Deactivation)
  - Status (Active, Historical, In-Review, Draft)
  - Sort Options
- Once all search details are entered, click “Search” to view the results



### Searching Programs

- To search a course, use the keyword search bar and/or the filter menus by checking boxes:
  - Organization (Department, Discipline)
  - Award Type (AA, AS, AA-T, AS-T, BS, Certificate of Achievement, Department Certificate, Noncredit Certificate of Competency, Noncredit Certificate of Completion)
  - Proposal Type (New, Change, Deactivation)
  - Status (Active, Historical, In-Review, Draft)
  - Sort Options
- Once you’ve entered all search details, click “Search” to view the results



## APPROVING PROPOSALS

If you'll be approving proposals in META, click the "Approvals" button to view the list of items on your queue  
*There will be an orange box on the "Approvals" button, showing how many items are on your queue*

- To take action on a proposal click anywhere in the row for that course or program.

The screenshot shows the curriQūnet interface. At the top, there are tabs for 'Curriculum' and 'Approvals'. The 'Approvals' tab is active and has an orange badge with the number 42. Below the tabs, there are filters for 'My Approvals' and 'All Approvals', and dropdown menus for 'Proposal Type', 'Position', and 'Subject'. A search bar is also present. Below the filters, there is a table with columns: 'Proposal Type', 'Organization', 'Subject', 'Title', 'Position', 'Pending Changes', and 'Reports'. The first row of the table is highlighted in red and contains the text: '3. Course - Change', 'TEMPLATE', 'TEMPLATE 123 - TEST', 'Curriculum Representative', and 'No'. An arrow points to the 'Approvals' button, and another arrow points to the red row.

*If a row is red, and says "Yes" under "Pending Changes", the proposal is awaiting changes by the originator. Once changes have been submitted, the proposal will return to your queue for approval.*

- To "Approve" or "Request Changes" on a proposal, select the action from the drop-down menu, click "OK"

The screenshot shows the details of a proposal titled '3. Course - Change: TEMPLATE 123 - TEST'. There is a 'View Course Proposal' button and a 'Reports' dropdown. A dropdown menu is open, showing options: 'Select One', 'Curriculum Representative - Approve', and 'Curriculum Representative - Request Changes'. The 'Approve' option is selected. An 'OK' button is visible. Below the dropdown, there is a table with columns: 'Action Date', 'Step', 'Step Type', 'User Fullname', 'Action', and 'Action Comment'. The table contains one row with the text: 'Curriculum', 'Required', 'No users assigned'.

- The system will then load the "Comments" page
  - If you're approving the proposal, you can leave this field blank, and click "Commit"
  - If you're requesting changes, list the revisions the originator should make, and click "Commit"

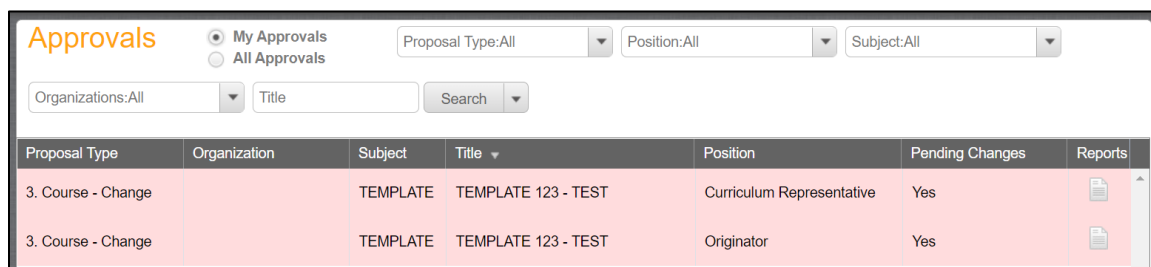
The screenshot shows the 'Approval Update for Curriculum Representative' page for the proposal '3. Course - Change: TEMPLATE 123 - TEST'. There is a 'View Course Proposal' button and a 'Reports' dropdown. The 'Position' is set to 'Curriculum Representative'. The 'Action' dropdown menu is open, showing options: 'Select One', 'Approve', and 'Request Changes'. The 'Approve' option is selected. A 'Commit' button is visible at the bottom right.

- If approved, the proposal will move to the next step in the META Workflow.
- If changes are requested, the proposal will return to the originator to make changes. Once the originator has made changes and resubmits, the proposal will return to your queue for approval.

## MAKING CHANGES IN-REVIEW

If you submitted a proposal, and changes are requested, the proposal will be returned to you to make revisions. Once changes are submitted, the proposal will return to the step where it was sent back. (Ex: if Tech Review requests changes, once the changes are made, the proposal will return to Tech Review)

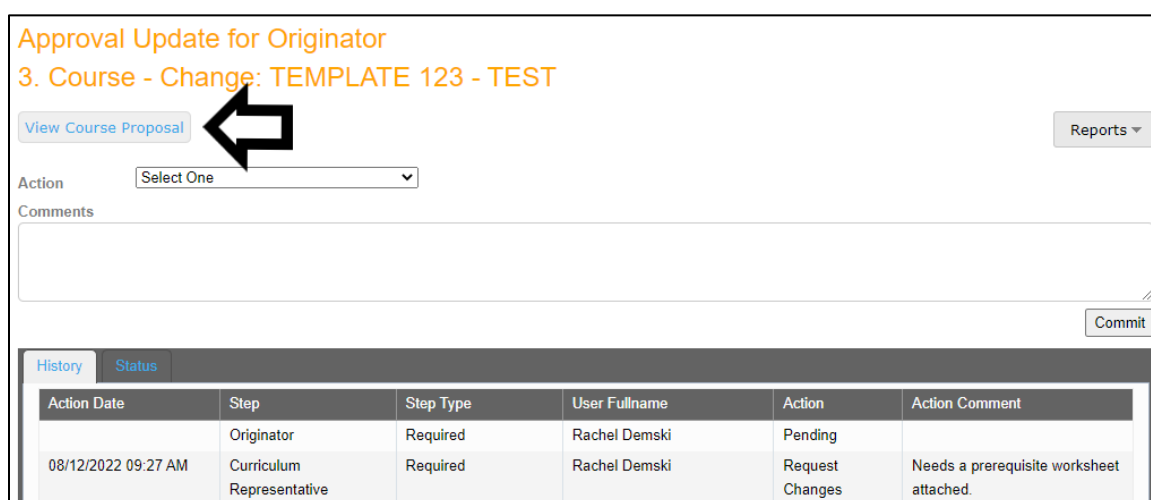
- Once you've been notified, log-in to META, and click the "Approvals" button.
- You should see your proposal listed in red, click anywhere in the row to open the proposal details:



**Approvals** ☒ My Approvals ☐ All Approvals Proposal Type: All Position: All Subject: All Organizations: All Title Search

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
3. Course - Change		TEMPLATE	TEMPLATE 123 - TEST	Curriculum Representative	Yes	
3. Course - Change		TEMPLATE	TEMPLATE 123 - TEST	Originator	Yes	

- This will open up the course details. Under "History" you can see what comments were made on the revisions requested. Click "View Course Proposal" to open up the course proposal, and make the changes.



**Approval Update for Originator**  
3. Course - Change: TEMPLATE 123 - TEST

[View Course Proposal](#) [Reports](#)

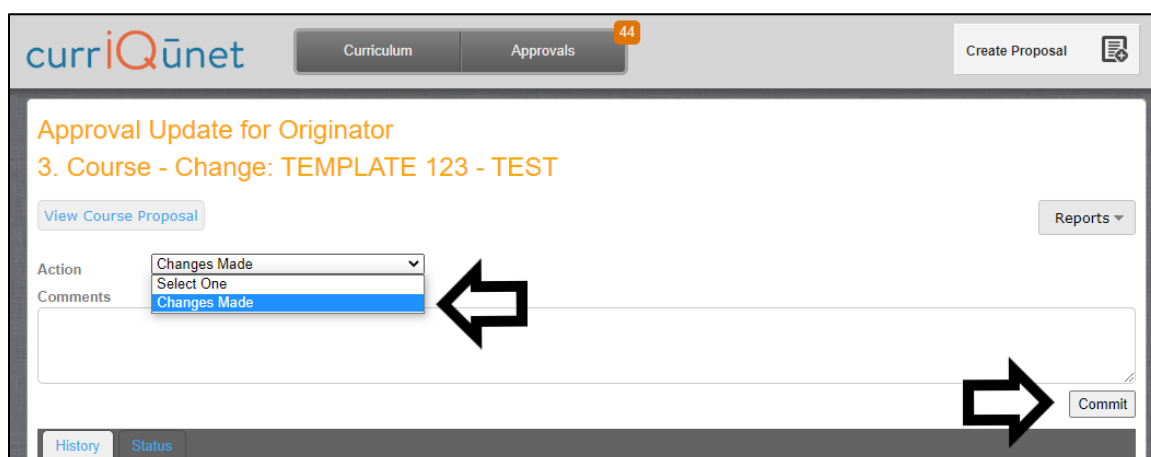
Action

Comments

[Commit](#)

Action Date	Step	Step Type	User Fullname	Action	Action Comment
08/12/2022 09:27 AM	Originator	Required	Rachel Demski	Pending	
	Curriculum Representative	Required	Rachel Demski	Request Changes	Needs a prerequisite worksheet attached.

- Once all changes are made and saved, return to the approval queue, click the course row again, and select "Changes Made" and click "Commit"



**Approval Update for Originator**  
3. Course - Change: TEMPLATE 123 - TEST

[View Course Proposal](#) [Reports](#)

Action

Comments

[Commit](#)

Action Date	Step	Step Type	User Fullname	Action	Action Comment
08/12/2022 09:27 AM	Originator	Required	Rachel Demski	Pending	
	Curriculum Representative	Required	Rachel Demski	Request Changes	Needs a prerequisite worksheet attached.



# Courses

## CREDIT vs NONCREDIT

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### Credit

- All courses which the college offers for a fee are credit courses
- Must meet Title V requirements for credit courses
- May or may not be Associate degree applicable

### Noncredit

- Available to members of the community, free of charge
- Do not count toward the completion of a credit certificate or Associate degree
- Follows the same curriculum approval process used for credit courses

## PROPOSAL TYPES

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### New or Reinstatement

- Proposing a new course
- Proposing reactivation of a course that was previously deactivated

### Change an Existing Course: Substantial vs. Non-Substantial

- Is there a change in units and/or hours?
- Is there a change in the discipline prefix, course number, or course name?
- Is there a change (including adding or removing) to prerequisite(s), corequisite(s), and/or advisories?
- Is there a change to the TOP code or SAM code?
- Is there a significant change to the objectives, outcomes, content, presentation, or evaluation?

*If the answer is yes to any of the above, the change is substantial.*

### Distance Education (DE)

- Proposing an existing course for approval for Fully Online and/or Hybrid
- Converting from Emergency DE to Fully Online and/or Hybrid

*The course must also be updated if it has been more than two years since the last update*

### Global Citizenship

- Proposing an existing course to fulfill the SMC Global Citizenship Graduation Requirement

*The course must also be updated if it has been more than two years since the last update.*

### Deactivation

- Deactivating an active course

*Courses not offered consistently (at least once every 2 years), should be considered for deactivation*

# New or Reinstated Course

*Proposing a new course or the reinstatement of a course that was previously deactivated*

## IMPORTANT DOCUMENTS TO REVIEW

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- [Title V §55002 Standards and Criteria for Courses and Classes](#)
- [The Course Outline of Record: A Curriculum Guide Revisited \(ASCCC\)](#)
- [Blooms Taxonomy](#)
- [Minimum Qualifications Handbook](#)
- [Program Course and Approval Handbook \(PCAH\)](#)
- [TOP Code Manual](#)
- [SAM Code Dictionary](#)
- [Course Repeatability Rules](#)
- [Requisites and Advisories](#)

## WORKFLOW

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1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Curriculum Representative
  - b. Department Chair/Vote
  - c. Librarian
  - d. Articulation Officer
  - e. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
  - c. UC, IGETC, CSUGE, C-ID, if applicable
  - d. Chancellor's Office
5. **Entered into WebISIS for catalog/scheduling**

Click **Create Proposal**

Select Proposal Type:  
**1. Course – New**

Click **Next**

*Use Proposal Type “2. Course – Reinstate” if reactivating a previously deactivated course.*

CurriQūnet Curriculum Approvals 63 Create Proposal

Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements

3. Review and Submit

Proposal Type

1. Course - New

Previous Next Create Proposal

Enter the **course details**:

- Subject (Discipline)
- Course Number
- Course Title
- Course Description

Click **Next**

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

Proposal Requirements

1. Course - New

Fill out all of the fields below.

Subject\*

Course Number\*

Course Title\*

Description

Previous Next Create Proposal

**Verify** all information is correct

Click **Create Proposal**

1. Select Proposal Type

2. Complete Proposal 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.

1. Course - New

Subject: (TEMPLATE) Template

Course Number: 1

Course Title: META Test Course

Description: This is a test course.

If this is correct, press Create Proposal.

Previous Next Create Proposal

Enter the **proposal** in META  
*For a detailed list of requirements and guidelines, see Appendix A*

Once the proposal is  
**complete**, click **Launch**

Status: Draft

Remaining Launch Requirements: 0 Launch

Proposal Resources

Cover	12/12
Co-Contributor	
Units/Hours	5/5
Program Impact	
Transfer / GE	1/1

# Changes to an Existing Course

*Proposing any change to an existing course (substantial or non-substantial)*

## SUBSTANTIAL VS. NON-SUBSTANTIAL CHANGES

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- Is there a change in units and/or hours?
- Is there a change in the discipline prefix, course number, or course name?
- Is there a change (including adding or removing) to prerequisite(s), corequisite(s), and/or advisories?
- Is there a change to the TOP code or SAM code?
- Is there a significant change to the objectives, outcomes, content, presentation, or evaluation?

***If the answer is yes to any of the above, the change is substantial.***

## WORKFLOW

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1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Curriculum Representative
  - b. Department Chair/Vote
  - c. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
  - c. *UC, IGETC, CSUGE, C-ID, if applicable*
  - d. Chancellor's Office
5. **Changes entered into WebISIS for catalog/scheduling**

Click **Create Proposal**

Select Proposal Type:  
**3. Course – Change**

Click **Next**

CurriQūnet Curriculum Approvals 63 Create Proposal

Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements

3. Review and Submit

Proposal Type

3. Course - Change

Previous Next Create Proposal

Enter **search details**:

- Subject (Discipline)
- Course Title/Number

Click **Search**

Click **the course name in the search box** (highlighted blue)

Click **Next**

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

Proposal Requirements

3. Course - Change

Use "Find Proposal" to search the proposal you want to update.

☐ Reactivation Proposal

Subject

(TEMPLATE) Template

Course Title\*

123

Search

Course Search Results

TEMPLATE 123 - TEST

Previous Next Create Proposal

**Verify** all information is correct

Click **Create Proposal**

1. Select Proposal Type

2. Complete Proposal 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.

3. Course - Change

Course: TEMPLATE 123 - TEST

If this is correct, press Create Proposal.

Previous Create Proposal

**Enter the changes** in META  
*For a detailed list of requirements and guidelines, see Appendix A*

Once the proposal is **complete**, click **Launch**

Status: Draft

Remaining Launch Requirements: 0 Launch

Proposal Resources

Cover	12/12
Co-Contributor	
Units/Hours	3/5
Program Impact	
Transfer / GE	1/1

# Distance Education (DE)

*Proposing an existing course for approval to be offered Fully Online and/or in a Hybrid format, or converting a course approved for Emergency DE (EDE or AODECO) to Fully Online and/or Hybrid.*

## DISTANCE EDUCATION APPLICATION GUIDELINES

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- To open the Distance Education application in META, click the “Cover”, scroll to the bottom, select “Yes” for “Proposed for Distance Education”, and click “Save”
- Scroll to the “Distance Education Application” and fill out all fields, and check the boxes at the bottom of the application for Quality Assurance and Additional Considerations
- Software should use descriptions rather than specific brand names: instead of “Canvas”, use “Learning Management System” or “LMS”; instead of “Zoom”, use “Videoconferencing software”
- If referring to a specific Canvas, Zoom, etc. features, use description language, and refer to it “such as”
  - (ex: “class will use breakout rooms, in the video conferencing, such as Zoom”)
- Instructor’s Technical Qualifications cannot require training and/or certification(s)
- The course must be updated as well if it has been more than two years since the last update.
- Refer to the [Distance Education page](#), including the [List of DE Approved Courses](#)

## WORKFLOW

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1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Department Chair/Vote
  - b. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
5. **List of DE Approved Courses updated; scheduling informed**

Click **Create Proposal**

Select Proposal Type:  
**4. Course – Distance Ed (DE)**

Click **Next**

CurriQūnet Curriculum Approvals 63 Create Proposal

### Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements
3. Review and Submit

Proposal Type

4. Course - Distance Education (DE)

Previous Next Create Proposal

Enter **search details**:

- Subject (Discipline)
- Course Title/Number

Click **Search**

Click **the course name in the search box** (highlighted blue)

Click **Next**

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

### Proposal Requirements

4. Course - Distance Education (DE)

Use "Find Proposal" to search the proposal you want to update.

☐ Reactivation Proposal

Subject

(TEMPLATE) Template

Course Title\*

123

Search

Course Search Results

TEMPLATE 123 - TEST

Previous Next Launch Proposal

**Verify** all information is correct

Click **Create Proposal**

1. Select Proposal Type

2. Complete Proposal 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.

4. Course - Distance Education (DE)

Course: TEMPLATE 123 - TEST

If this is correct, press Create Proposal.

Previous Create Proposal

Enter the Distance Education Application in META

Click **Save**

Once the proposal is complete, click **Launch**

Status: Draft

Remaining Launch Requirements: 0 Launch

Proposal Resources	
Cover	12/12
Co-Contributor	
Units/Hours	5/5
Program Impact	
Transfer / GE	1/1

# Global Citizenship

*Proposing an existing course to fulfill the SMC Global Citizenship graduation requirement.*

## GLOBAL CITIZENSHIP APPLICATION GUIDELINES

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- To open the Global Citizenship application in META, click the “Cover”, scroll to the bottom, select “Yes” for “Proposed for Global Citizenship”, and click “Save”
- Select the category the course is being proposed for, check off the criteria, and complete all fields
- Enter the department vote for Global Citizenship at the bottom of the application
- The course must be updated as well if it has been more than two years since the last update.
- Refer to the [Global Citizenship page](#), including the [List of Global Citizenship Approved Courses](#)

## WORKFLOW

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1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Curriculum Representative
  - b. Department Chair/Vote
  - c. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
5. **Global Citizenship credit entered into WebISIS**



Click **Create Proposal**

Select Proposal Type  
**5. Course – Global Citizenship**

Click **Next**

Enter **search details**:

- Subject (Discipline)
- Course Title/Number

Click **Search**

Click **the course name in the search box** (highlighted blue)

Click **Next**

**Verify** all information is correct

Click **Create Proposal**

Enter the **Global Citizenship Application** in META

Click **Save**

Once the proposal is **complete**, click **Launch**

# Deactivation

*Deactivating an active course.*

## COURSE DEACTIVATION GUIDELINES

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- Courses not offered consistently (at least once every 2 years), should be considered for deactivation
- Deactivation is not permanent – if a course is deactivated, but later the department would like to offer the course again, it can go through the Course Reinstatement process (same as new course)

## WORKFLOW

---

1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Department Chair/Vote
  - b. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
5. **Deactivated in WebISIS and the Chancellor's Office; removed from catalog**

Click **Create Proposal**

Select Proposal Type  
**6. Course – Deactivation**

Click **Next**

CurriQūnet Curriculum Approvals 63 Create Proposal

### Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements
3. Review and Submit

Proposal Type

6. Course - Deactivation

Previous Next Create Proposal

Enter **search details**:

- Subject (Discipline)
- Course Title/Number

Click **Search**

Click **the course name in the search box** (highlighted blue)

Click **Next**

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

### Proposal Requirements

6. Course - Deactivation

Use "Find Proposal" to search the proposal you want to update.

☐ Reactivation Proposal

Subject

(TEMPLATE) Template

Course Title\*

123

Search

Course Search Results

TEMPLATE 123 - TEST

Previous Next Launch

**Verify** all information is correct

Click **Create Proposal**

1. Select Proposal Type

2. Complete Proposal 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.

6. Course - Deactivation

Course: TEMPLATE 123 - TEST

If this is correct, press Create Proposal.

Previous Create Proposal

Click **Cover**

Enter the **Rationale**  
(brief reason for deactivation)

Click **Save**

Click **Launch**

Status: Draft

Remaining Launch Requirements: 0 Launch

Proposal Resources

Cover	12/12
Co-Contributor	
Units/Hours	3/5
Program Impact	
Transfer / GE	1/1

# Programs

## DEGREE & CERTIFICATE TYPES

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### **Associate Degrees (AA/AS)**

- Minimum 60 units; minimum 18 units in major/area of emphasis
- Local or Career Education Goals
- Can use local GE pattern
- Chancellor's Office approved and transcribed

### **Associate Degrees for Transfer (ADT) (AA-T/AS-T)**

- Minimum 60 units; no more than 60 units required; Minimum 18 units in major/area of emphasis
- Must follow Transfer Model Curriculum (TMC)
- General Education limited to CSUGE or IGETC
- Chancellor's Office approved and transcribed

### **Certificate of Achievement**

- 16+ units must be submitted to Chancellor's Office; 8-15.5 units can be (highly recommended)
- Local or Career Education Goals
- Chancellor's Office approved, transcribed, and financial aid eligible

### **Department Certificate**

- Not to be confused with "local" degrees/certificates
- Must be under 16 units; if 8-15.5 units, highly recommended to be a Certificate of Achievement
- Not Chancellor's Office approved, not transcribed, not eligible for financial aid

### **Noncredit Certificate of Competency**

- A sequence of 2 or more noncredit courses coded ESL or Elementary & Secondary Basic Skills

### **Noncredit Certificate of Completion**

- A sequence of 2 or more noncredit courses coded Short-term Vocational or Workforce Preparation

## PROPOSAL TYPES

---

### **New or Reinstatement**

- Proposing a new degree and/or certificate

### **Change an Existing Program: Substantial vs. Non-Substantial**

- Is there a change in total major/required units?
- Is there a change in the required courses?
- Is there a change in award type? (ex: converting a Department Certificate to a Certificate of Achievement?)
- Is there a change in concentration options or elective groups?
- Is there a substantial change in program learning outcomes?

*If the answer is yes to any of the above, the change is substantial.*

### **Deactivation**

- Deactivating an active program

# New Program

*Proposing a new degree and/or certificate*

## IMPORTANT DOCUMENTS TO REVIEW

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- [Program Course and Approval Handbook \(PCAH\)](#)
- [TOP Code Manual](#)
- [Areas of Interest](#)
- [Transfer Model Curriculum \(TMC\) for ADTs](#)
- [Instructions for Development of Credit CE Degrees or Certificates](#)

## WORKFLOW

---

1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Curriculum Representative
  - b. Department Chair/Vote
  - c. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
  - c. *UC, IGETC, CSUGE, C-ID, if applicable*
  - d. Chancellor's Office
5. **Announcement sent; entered into Degree Audit**

Click **Create Proposal**

Select Proposal Type  
**1. Program – New Degree/Certificate**

Click **Next**

curriQūnet Curriculum Approvals 63 Create Proposal

**Create Proposal**

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements

3. Review and Submit

Proposal Type

1. Program - New Degree/Certificate

Previous Next Create Proposal

Enter **program details**:

- Department
- Discipline
- Award Type
- Program Title

Click **Next**

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

**Proposal Requirements**

1. Program - New Degree/Certificate

Fill out all of the fields below.

Department\*

Discipline\*

Award Type\*

Program Title\*

Previous Next Proposal

**Verify** all information is correct

Click **Create Proposal**

1. Select Proposal Type

2. Complete Proposal 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.

1. Program - New Degree/Certificate

Program Title: TEST

Award Type: Associate in Arts (AA) / Certificate of Achievement

If this is correct, press Create Proposal.

Previous Create Proposal

**Enter the proposal** in META  
*For a detailed list of requirements and guidelines, see Appendix B*

Once the proposal is **complete**, click **Launch**

Status: Draft

Remaining Launch Requirements: 0 Launch

Proposal Resources	
Cover	4/4
Program Outcomes	1/1
Program Requirements	

# Changes to an Existing Program

*Proposing any change to an existing course (substantial or non-substantial)*

## SUBSTANTIAL VS. NON-SUBSTANTIAL CHANGES

---

- Is there a change in total major/required units?
- Is there a change in the required courses?
- Is there a change in award type? (ex: converting Department Certificate to Certificate of Achievement?)
- Is there a change in concentration options or elective groups?
- Is there a substantial change in program learning outcomes?

***If the answer is yes to any of the above, the change is substantial.***

## WORKFLOW

---

1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Curriculum Representative
  - b. Department Chair/Vote
  - c. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
  - c. Chancellor's Office
5. **Announcement sent; changes entered into Degree Audit**

Click **Create Proposal**

Select Proposal Type  
**1. Program – Change**

Click **Next**

Enter **search details**:

- Department
- Discipline
- Program Title

Click **Search**

Click **the program name in the search box** (highlighted blue)

Click **Next**

**Verify** all information is correct

Click **Create Proposal**

**Enter the changes in META**  
*For a detailed list of requirements and guidelines, see Appendix B*

Once the proposal is **complete**, click **Launch**



# Deactivation

*Deactivating an active degree or certificate*

## WORKFLOW

---

1. **Enter/Launch the Proposal in META**
2. **META Workflow**
  - a. Department Chair/Vote
  - b. Tech Review
3. **Curriculum Committee**
4. **Post-Curriculum Committee Approvals**
  - a. Academic Senate
  - b. Board of Trustees
5. **Deactivated in WebISIS and the Chancellor's Office; removed from catalog**

Click **Create Proposal**

Select Proposal Type  
**3. Program - Deactivation**

Click **Next**

Enter **search details**:

- Department
- Discipline
- Program Title

Click **Search**

Click **the program name in the search box** (highlighted blue)

Click **Next**

**Verify** all information is correct

Click **Create Proposal**

Click **Cover**

**Enter the Rationale**  
(brief reason for deactivation)

Click **Save**

Click **Launch**

# Appendix A: Course Proposal Requirements

## Cover

### Proposed Start Semester

Remember scheduling and timelines for UC/IGETC/CSUGE approvals when selecting the start semester. If you're submitting changes to an existing course, this should be the start date for the changes.

### Proposed TOP Code

Refer to the [TOP Code Manual](#). If the code has an asterisk, that designates the course as "occupational". The TOP code should be closest description to the outcomes of the course, not necessarily the discipline prefix.

### Proposed SAM Code

Refer to the [SAM Code Dictionary](#). The SAM code must "match" the TOP code.

If the TOP code does not have an asterisk, the SAM code must be "E: Non-Occupational".

If the TOP code has an asterisk, the SAM code is "B Advanced Occupational", "C Clearly Occupational", or "D Possibly Occupational." The SAM Code Dictionary contains descriptions of what differentiates the codes.

### Designation

Most courses are "Credit – Degree Applicable"; if unsure, contact Academic Affairs.

### Cross-Listed

If you would like to cross-list the course, make a note in the Rationale with the prefix/course number to cross-list with. The cross-listing will be handled by Academic Affairs once the course is approved.

### Catalog Course Description

The description of the course that will appear in the catalog and schedule.

### Course Notes to Print in Catalog

Notes to appear with the course description in the catalog. Example: "This course uses Microsoft Word 2018".

### Rationale

Reason for the creation or change to the course.

## Co-Contributor

Add any faculty who will contribute to the course – ex: the curriculum rep should be added to all proposals.

## Units/Hours

### Hours and Units

All hour listings are weekly amounts, and from an 18-week semester.

- Lecture: 1 weekly lecture hour = 1 unit
- Lab: 1 weekly lab hour = 0.33 units
- Arranged: 1 weekly arranged hour = 0.33 units

SMC has a minimum unit of a half unit (0.5), rounded down, not up:

Course A has 2 lecture hours (2 units), 1 lab hour (0.33 units) = 2.33 units, rounded down to 2 units.

Course B has 1 lecture hour (1 unit), 2 arranged hours (0.66 units) = 1.66 units, rounded down to 1.5 units.

### Grading Methods

In most cases, grading methods is "Letter Grade or P/NP", if unsure, contact Academic Affairs.

**Is this course repeatable?**

In most cases "No"; if unsure, contact Academic Affairs

**Program Impact**

---

Enter if the course will be added to any existing or forthcoming degrees and certificates

**Transfer/GE**

---

If you would like your course to be transferrable to UC, and/or submitted for CSU GE and/or IGETC credit, reach out to the Articulation Officer for guidance. The Articulation Officer will review this section in the workflow.

**Requisites and Advisories**

---

If the course will have any prerequisite(s), corequisite(s), and/or advisories, enter the requisites/advisories. If there are multiple requisites/advisories, specify if the student must complete some or all, using the and/or menu.

Complete requisite/advisory worksheets for each requisite/advisory, and attach the form(s) in "Attached Files"

**Student Learning Outcomes**

---

Each SLO needs to be in its own field and include a measurable verb (refer to [Blooms Taxonomy](#))

**Course Objectives**

---

Each objective needs to be in its own field and begin with a measurable action verb

**Arranged Hours Objectives**

---

Only applicable if the course has arranged hours. Enter the objectives for the specific arranged hours.

**Course Content**

---

The course content must total 100%; exams/reviews should not be included as content

**Lab Content**

---

Only applicable if the course has lab hours. The lab content must total 100%.

If the course is all lab hours and the course content is completed, you can enter lab content as "100% course content"

**Methods of Presentation**

---

At least one method must be selected; if "other" is selected, additional detail must be provided.

**Arranged Hours Instructional Activities**

---

If the course has arranged hours, provide details of what the students will be using the arranged hours to work on.

Make sure arranged hour activities are not otherwise lab or homework assignments

**Methods of Evaluation**

---

The methods of evaluation must total 100%

No single assessment/assignment should be worth more than 30% without additional detail (ex: "3-5 quizzes")

## Appropriate Texts

Enter the textbooks/materials that will be used in the course. At least one book should be published in the last seven years. If all books are classic texts that have not been updated, enter the rationale for using an older book, ex: "Classic text"

## Library

Attach a list of recommendations for the library or check the box indicating the library already has adequate materials.

## Sample Assignments

There should be at least two sample assignments that accurately represent the level of rigor of the course; assignments should be written as they will be presented to students (ex: "Visit a museum", not "Tell the students to visit a museum")

## Minimum Qualifications

Refer to the [Minimum Qualifications handbook](#) for the required minimum qualifications to teach the course.

## Distance Education Application

Only applicable if the course is being submitted for Distance Education

- Fill out all fields and check the boxes at the bottom for Quality Assurance and Additional Considerations
- Software should use descriptions rather than specific brand names: instead of "Canvas", use "Learning Management System" or "LMS"; instead of "Zoom", use "Videoconferencing software"
- If referring to a specific Canvas, Zoom, etc. feature, use description language, and refer to it "such as" (ex: "class will use breakout rooms, in the video conferencing, such as Zoom")
- The Instructor's Technical Qualifications cannot require training or certification(s)

## Global Citizenship Application

Select the category of Global Citizenship the course is applying for, check the criteria, and complete all fields  
Enter the department vote for Global Citizenship at the bottom of the application

## Attached Files

If the course has any prerequisites, corequisites, and/or advisories, attach the completed requisite/advisory worksheets. Each requisite and/or advisory must have a separate worksheet completed.

# Appendix B: Program Proposal Requirements

## Cover

### Area of Interest

Select from the drop-down menu which Area of Interest the program will be under

### TOP Code

Refer to the [TOP Code Manual](#). If the code has an asterisk, that designates the course as “occupational” *Programs with occupational TOP codes are considered Career Education. If the program has an Labor Market report from the COE, enter the same TOP code that appears at the top of the first page of the LMI report.* The TOP code should be closest description to the outcomes of the program, not necessarily the department

### Catalog Description

The description of the program that will appear in the catalog and on the degree sheet.

### Justification for Proposal

Reason for the creation or change to the program

### Career Opportunities

For Career Education programs – enter the opportunities students will have for completing the program

### Contributor

Add any faculty who will contribute to the course – ex: the curriculum rep should be added to all proposals

## Program Outcomes

Program outcomes should be listed in a single paragraph and use measurable verbs

## Program Requirements

To add/remove/make changes to the courses in the program, click Program Requirements

To add a new course group:  
(ex: *Required Courses; Select 1*),

- Click **Add**
- Then click **Group**

Click the **double arrows**

Enter the course group name in  
the **Group Name** field

The screenshot shows the 'Program Requirements' section of a web application. On the left is a sidebar with a menu containing 'Proposal Resources', 'Cover', 'Program Outcomes', 'Program Requirements', 'Program Mapper', 'Attach Files', and 'Codes/Dates'. The main content area has a header with 'Status: Active' and a link to 'View Proposal History'. Below this is the 'Program Requirements' section, which includes a '+ Add' button with a dropdown arrow. A dropdown menu is open, showing options: 'Course', 'Group', 'Non-Course Requirement', and 'Import Library Block'. A double-headed arrow points to the dropdown arrow on the '+ Add' button. Another double-headed arrow points to the 'Group' option in the dropdown menu. A third double-headed arrow points to the 'Group Name' input field, which contains the text 'Required Courses'. Below the 'Group Name' field are input fields for 'Header', 'Footer', 'Exception Identifier', and 'Exception'. The 'Header' field has a checkmark icon on the right.

To add a course to a group:

- Click **Add** in the **group**
- Then click **Course**

Select the **Discipline** and **Course**

*This will add the course to that specific group.*

To **remove** a course or group, click **Remove** for the course or group header

*Note: to remove a group entirely, first remove all courses from the group. The option to remove the group header will then be available.*

## Calculating Units

META automatically adds the total course units for groups.

When **adding elective groups** (ex: *select 1 course*), there are two options to calculate the correct number of units:

Option 1:

Click **Override** in the header  
Enter **correct min/max units**

Option 2:

If the group is **Select 1**, click the box below the header and click **OR** from the menu  
*This will add "OR" to all courses in the group, and only count one.*

If there are varying units in the courses within the group, it will show the min and max units (ex: Min 1 unit, Max 3 unit)

Option 1:

Option 2:

# Attached Files

---

The attached files required for a program is dependent upon the program type and goals.

## **Associate Degree for Transfer**

- Completed ADT narrative
- Completed TMC sheet (collaboration with Curriculum Specialist and Articulation Officer)

## **Associate Degree and/or Certificate of Achievement: Career Education**

- Completed Associate Degree/Certificate of Achievement narrative
- Labor Market (LMI) report
- Regional Consortium (LARC) minutes, recommending the program
- Advisory Board minutes, recommending the program (displaying program details)

## **Associate Degree and/or Certificate of Achievement: Local**

- Completed Associate Degree/Certificate of Achievement narrative

## **Noncredit Certificate of Competency**

- Completed Noncredit Certificate of Competency narrative

## **Noncredit Certificate of Completion**

- Completed Noncredit Certificate of Completion narrative
- Labor Market (LMI) report