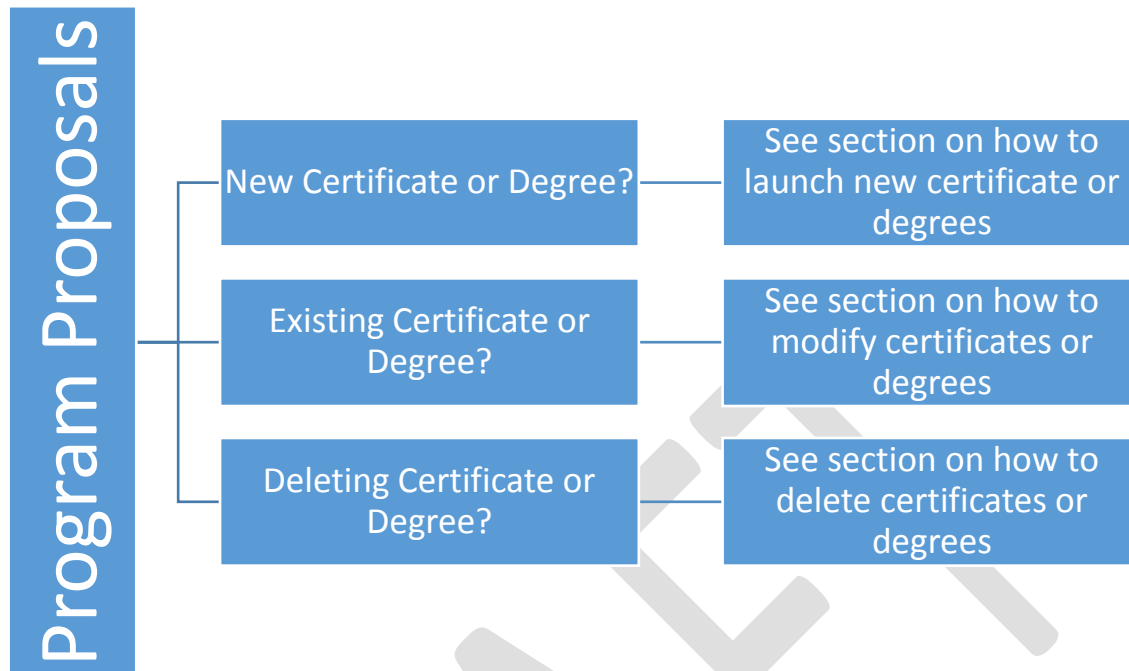




Section 7: Program Proposals

DRAFT

Creating a Program Proposal



Limitations on Enrollment:

Some programs and/or courses do not have course prerequisites but have many conditions for entry into the program. Perhaps the best example is in the nursing program. Because students cannot enroll in these courses unless the program conditions have been satisfied, these courses contain statements in their descriptions limiting enrollment to those students already in the program. No prerequisite analysis is required for these limitations.

NOTE: New CTE Programs should have received a first and second read approval from the Inland Empire/Desert Regional Consortium prior to creating a proposal. Work with your CTE Dean to request your new CTE Program be included on the next Regional Consortium Agenda.

Creating a New Certificate or Degree

STEP 1:

- ❖ After logging into CurricUNET, click on the **Programs** link under **Build**.

Build
 Articulation
 Courses
 Programs
 Packages

- ❖ Click on **Create New Program or Degree** on the left hand side of the page.

Programs
 Create New Program or
 Degree
 Programs Update

Create a New Program	
Program Proposal Type	<input type="radio"/> New Degree <input type="radio"/> New Certificate ?
Award Type	<input type="text"/> ?
Program Title	<input type="text"/> ?
Discipline	<input type="text" value="Please make a selection"/> ?
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	









STEP 2:

Program Construction Main Menu	
Program Title	TEST
Co-Contributor(s)	There are no Co-Contributors for this program. Add a Co-Contributor

Program Checklist
New Degree
Main
<input type="checkbox"/> Cover
<input type="checkbox"/> Description
<input type="checkbox"/> Course Definitions
<input type="checkbox"/> Gainful Employment
<input type="checkbox"/> Attach Files
<input type="checkbox"/> Codes

STEP 3: Cover

Program Cover	
Division	Mathematics, Business & Computer Technology
Department	Accounting
Discipline	ACCT Accounting ▼
Program Title	TEST ?
Award Type	A.A. Degree Major ▼ ?
Proposal Information	
Proposed Start	Year: 2016 ? Semester: Spring ▼ ?
Catalog Description of Certificate or Degree	
<p>Write a short paragraph, with complete sentences, as a well-developed overview of topics covered. </p>	

Describe the need for this new program		
In what ways do the existing college degrees/certificates fail to meet student needs?		 
What other community colleges in the area are currently offering this program? Attach copies of any catalog pages found.		 
What other programs closely related to the proposed program are currently offered by SBVC?		 
What is the enrollment projection for the proposed program? Upon what data do you base your projection?		 
<div>Save Finish Cancel</div>		

STEP 4: Description

Program Description	
Expected Timeline	<div></div>
Transferability - (Check ASSIST) ASSIST	<div></div>
Sequencing - Is course sequencing clear?	<div></div>
Do the recommended electives contribute to the goals of the major?	Yes: <input type="radio"/> No: <input checked="" type="radio"/>
TOPS Code	- none -

Save Finish Cancel

Program Checklist

New Degree

Main

- ☒ Cover
- ☐ Description
- ☐ Course Definitions
- ☐ Gainful Employment
- ☐ Attach Files
- ☐ Codes

Help

The information on this page is for a new certificate or degree. Please click on the question mark to find directions for each field.

Edit More

STEP 5: Course Definitions

Course Block Definitions	
Header	
<div> ? abc </div>	
Program Block Definitions *	
<div> ? abc </div>	
Footer	
<div> ? abc </div>	
Default (All Units Calculated): <input checked="" type="radio"/> Units (Specify Unit Range): <input type="radio"/>	
Unit Range Courses: 0 to 0 ?	
<div> <div>Add</div> <div>Finish Cancel</div> </div>	
Edit	Definition Add Courses

Program Checklist

New Degree

Main

- ☒ Cover
- ☒ Description
- ☐ Course Definitions
- ☐ Gainful Employment
- ☐ Attach Files
- ☐ Codes

Legend

Spell Check

- ? Help
- ✎ Edit
- ✂ Remove/Delete
- ↶ Move Item Up
- ↷ Move Item Down
- * Indicates Required Field

Help

For required course units, select "Default (All Units Calculated)". For recommended course units, select "Units (Specify Unit Range)" and under "Unit Range Courses" keep the values at zero.

Edit

More

STEP 6: Gainful Employment

Gainful Employment
Is the certificate or degree you propose a Gainful Employment Program?
Gainful Employment <input type="radio"/> Yes <input checked="" type="radio"/> No ?
Any educational program that leads to a *certificate* or other *non-degree* *credential* awarded by a public or private non-profit institution, *regardless of the length of the program*, is a GE Program.

Program Checklist

New Degree

Main

- ☒ Cover
- ☒ Description
- ☒ Course Definitions
- ☐ Gainful Employment
- ☐ Attach Files
- ☐ Codes

STEP 7: Attached Files

Attached File Upload	
Title	<input type="text"/> ?
File	<input type="button" value="Choose File"/> No file chosen ?
<input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	
Attached Files	

Program Checklist
 New Degree
 Main
☒ Cover
☒ Description
☒ Course Definitions
☒ Gainful Employment
☐ Attach Files
☐ Codes

STEP 8: Codes

Program Codes	
Entry of Special Dates	
Chancellors Office Approval	<input type="text"/> (mm/dd/yyyy) ?
Board of Trustees	<input type="text"/> (mm/dd/yyyy) ?
Effective Date	<input type="text"/> (mm/dd/yyyy) ?
Archived Date	<input type="text"/> (mm/dd/yyyy) ?
Curriculum Approval	<input type="text"/> (mm/dd/yyyy) ?
Instructional Services	
Program Code	<input type="text"/> ?
Start Date	Term: <input type="text" value="Spring"/> Year: <input type="text" value="2016"/> ?
TOP Code	<input type="text" value="None"/> ?
Originator	<input type="text" value="Yarbrough, Kay Dee"/> ?
Origination Date	<input type="text"/> (mm/dd/yyyy) ?
Comments	<div style="border: 1px solid black; height: 60px;"></div>
Proposal Type	<input type="text" value="116 New Degree"/> ?
Parent Program	--Please select if Modify or Delete
Program Identification Number	<input type="text"/> ?
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Program Checklist
 New Degree
 Main
☒ Cover
☒ Description
☒ Course Definitions
☒ Gainful Employment
☒ Attach Files
☐ Codes

Legend
 Spell Check
 ? Help

Help
 There is currently no help available for this page.

- ❖ Once you have save and finished this section, click the submit button on the left hand side of the page.

Launching a Certificate or Degree

STEP 1:

- ❖ Once you have save and finished this section, click the submit button on the left hand side of the page.

Submit

STEP 2:

- ❖ Click on My Approvals

Your proposal is complete and the audit was successful. Now follow the link to "My Approvals", select "Originator" role, and approve the first step of the approval. Approving the first step, will notify the next positions/steps.

[My Approvals](#)


STEP 3:

- ❖ Select Role as Originator and click next.

Approval Process	
Select Role	Originator
Next	

STEP 4:

- ❖ Find your pending program and select Action.

	Title: TEST *Pending*		Action
	New Degree		
	Kay Dee Yarbrough		
	Step:1272 Originate Proposal	Level: 1.00	

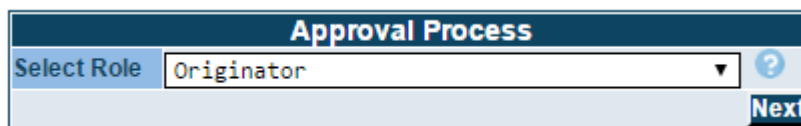
STEP 5:

- ❖ Change Action to Submit.

Approval Process	
Program	TEST
Proposal Type	New Degree
Step	Originate Proposal
Description	Originate Proposal
Comments	<div></div>
Action	Submit
Save	

STEP 6:

- ❖ Once you click Submit, it will take you back to the Approval Process screen and your program has been submitted.



The screenshot shows a web interface titled "Approval Process". Below the title is a "Select Role" dropdown menu with "Originator" selected. To the right of the dropdown is a help icon (a question mark in a circle). At the bottom right of the form area is a "Next" button.

Congratulations! Your Program has been launched!

Modifying and Deleting Certificates or Degrees

STEP 1:

- ❖ Log into CurricUNET.
- ❖ Click Program under Search.

Search

Program
Course
Users
SLOs







STEP 2:

- ❖ Choose a status.
- ❖ Choose your discipline.
- ❖ Click OK.

Program Search	
Status	<input checked="" type="radio"/> All
	<input type="radio"/> Active
	<input type="radio"/> Approved
	<input type="radio"/> Cancelled
	<input type="radio"/> Historical
	<input type="radio"/> Launched
	<input type="radio"/> Pending
	<input type="radio"/> ?
Program Title	<input type="text"/>
Discipline	ACCT - Accounting
	<input type="text"/>

STEP 3:

- ❖ Find the Program you want to modify/delete and create a copy.

Program Search Results		
Actions	Program	Status
  	Accounting **Degree Modification** A.A. Degree Major Janet M. Courts	Active
  	Accounting **Certificate Modification** Certificate Janet M. Courts	Active

STEP 4:

- ❖ Choose the type of modification that will be made.
- ❖ See Page ____ for information on the specific proposal types.

Revise a Program	
Program Title	Accounting
Program Proposal Type	Please make a selection
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

For Deleting Programs:

- ❖ Choose Certificate or Degree Deletion

STEP 5:

Work through the Program Checklist until all boxes have a checkmark.

Program Construction Main Menu	
Program Title	TEST
Co-Contributor(s)	There are no Co-Contributors for this program. Add a Co-Contributor

Program Checklist	
Degree Modification	
Main	
<input type="checkbox"/>	Cover
<input type="checkbox"/>	Course Definitions
<input type="checkbox"/>	Gainful Employment
<input type="checkbox"/>	Attach Files
<input type="checkbox"/>	Codes

STEP 6:

A. Work through the Program Checklist until all boxes have a checkmark.

Program Cover	
Page Last Saved on Monday, Apr 25, 2016 at 10:14 AM By Kay Dee Yarbrough	
Division	Mathematics, Business & Computer Technology
Department	Accounting
Discipline	ACCT Accounting
Program Title	TEST
Award Type	A.A. Degree Major
Proposal Information	
Proposed Start	Year: <input type="text"/> Semester: Spring
Catalog Description of Certificate or Degree	
Write a short paragraph, with complete sentences, as a well-developed overview of topics covered.	
Rationale for modification	Type the rationale for why the modifications will be made.
<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

Program Checklist	
Degree Modification	
Main	
<input type="checkbox"/>	Cover
<input type="checkbox"/>	Course Definitions
<input type="checkbox"/>	Gainful Employment
<input type="checkbox"/>	Attach Files
<input type="checkbox"/>	Codes

Help	
There is currently no help available for this page.	
<input type="button" value="Edit"/>	<input type="button" value="More"/>

STEP 7:

- ❖ Once all of the boxes in the Program Checklist have been checked, return to the CurricUNET Homepage.

Program Checklist

Degree Modification

Main

- ☒ **Cover**
- ☒ **Course Definitions**
- ☒ **Gainful Employment**
- ☒ **Attach Files**
- ☐ **Codes**

STEP 8:

- A.** To complete this Modification or Deletion, follow instructions on how to Submit a Certificate or Degree.